

BEECH HOUSE SCHOOL

EXAMINATIONS POLICY

Rationale

Public examinations provide vital summative assessment, generally at the end of a Key Stage 4. This assessment gives information to students, parents, other education institutions, local authority and government agencies and employers about knowledge, understanding and skills achieved. To this end, the school participates willingly in the administration of these examinations in the best interests of the students and the school. In addition, other internally set and marked examinations may take place at other stages in a student's progress through the school in order to both prepare for public examinations and check student learning.

Purposes

To ensure that:

- The examinations system in this school combines entitlement with flexibility
- Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent; administration helps them to achieve their best
- Students undertake examinations knowing what is expected of them in terms of preparation and behaviour
- Students are guided in their decisions about whether to withdraw an examination entry and to do so with full knowledge of the implications for their careers or further education
- Staff understand fully their obligations and responsibilities with relation to examinations
- The school meets the requirements of examination security and is properly equipped to undertake the administration of examinations including data processing and a results service
- The school is an administrative centre for GCSE entries
- Accurate examination data is available to inform target setting
- Curriculum planning, target setting and careers links take into account up-to-date information on the current examinations system

Guidelines

Responsibilities for public examinations:

- **Principal.** Overall responsibility for the school as an examinations centre
- **Headteacher.** Organisation of teaching and learning and therefore of the opportunities for external validation of courses followed at Key Stage 4
- **Form Tutors.** Guidance and pastoral oversight of students who are unsure about examination entries or where alteration of the initial entry is made, involvement in post-results procedures
- **Examinations Officer.** Administration of entries, relevant paperwork, organisation of examination sessions and examination data
- **Year 11 Form Tutor(s).** Guidance and careers information
- **Administrative Staff.** Support for the input of data, communication with the examination boards, posting of examination papers and the post results procedures.

Timing of Examinations

- The school will consider pupils for external examinations at any stage of their school career
- All students should be entitled to and enabled to achieve an entry for qualifications from an external awarding body
- If a student's entry in any subject is to be withdrawn there must be an initial concern form completed by the subject teacher in consultation with the Assistant Headteacher. The student, parents/carers, the Assistant Headteacher, the subject teacher and if necessary the Principal should be involved before a final decision is made
- All students will be monitored carefully throughout their time at the school, and coursework and attitude notified to the Assistant Headteacher using concern forms as soon as they arise
- Any proposed major changes to the examination board, style or timing of examinations e.g. modular courses, must be discussed and approved by the Principal based on information given by the relevant subject leader
- Amendment of entries which incur a financial penalty from the examination boards will be charged to subjects if they arise from that subject's error or omission
- Changes of tier, withdrawals made by the proper procedures and alterations arising from administrative processes will not be charged to students.

The school will impose a charge equal to the financial charges levied by examinations boards on:

- Students whose entries are withdrawn because of lack of coursework
- Students who make a decision to sit or not to sit an examination after the late entry/ withdrawal deadline
- Students who fail to attend an examination and do not produce medical evidence or evidence of other mitigating circumstances. This will be communicated in writing to students and parents/carers at the start of GCSE courses.