



Haute Vallée School
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Examinations Policy

Public examinations provide vital assessment for students of all ages, however, most examinations take place at the end of a Key Stage. The assessment gives vital information to students, parents and other educational institutions, local authorities and employers about the knowledge, understanding and skills achieved. To this end the school participates in the administration of examinations in the best interest 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 throughout their school life in order to prepare for public examinations and to keep a check on student learning.

Purposes

To ensure that:

- Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent
- The exams system in this school combines entitlement with flexibility
- Students are guided in their decision about which exam level they are able to achieve and are advised when thinking about withdrawal from any exams. They do this only with consent/agreement with parents and are fully aware of the implications for future education or careers
- Students undertake examinations knowing what is expected of them in terms of preparation and behaviour.
- Staff fully understand their obligations and responsibilities with relation to teaching for the exams.
- The school fully meets with all requirements of exam security and is properly equipped to undertake the administration of examinations, including processing of data and the results service.
- Accurate examination data is available to inform target setting.
- Curriculum planning, target setting and careers take into account all up to date information on the current examination systems.

Guidelines

Responsibilities for public examinations:

- **Headteacher**, overall responsibility for the school as an examinations centre
- **Deputy Headteacher**, as line manager to the schools examinations officer is first point of contact regarding any problems or questions concerning the examinations system, if and when out of exams officers jurisdiction
- **Heads of Department**, give guidance and pastoral advice to students who are to be entered for examinations. Responsible for ensuring correct entries are made for students, have involvement in post results service.
- **Exams officer**, administration of entries, relevant paperwork, organisation of examination sessions and exam data, communication with the examination boards, posting of examination papers and producing results, being familiar with post results procedure.



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- **Head of Careers**, guidance and careers information.

At Key Stage 4

- All students should be entitled to and enabled to achieve entry for qualifications from an external awarding body.
- If a student's entry in any subject is to be withdrawn there must be a concern form completed by the subject teacher in consultation with the HoD. The student, parent or carer, deputy headteacher and HoY should also be involved before a final decision is made.
- All students will be monitored carefully during their time at school. Any concerns about the student, both personally and academically should be discussed with the HoY or deputy headteacher as soon as they arise.
- Re-sits of modular and unit tests will be permitted when eligible and in agreement with the HoD, HoY and parent/carer.
- Any amendment of entries which incur a financial penalty from the examination boards will be charged to the subject if they arise from that subject's error or omission.
- Change of tier, withdrawals etc made via the proper procedures will not be charged to the subject

The school may impose a charge equal to the awarding body fees to parents/carers if:

- Parents/carers request a student to sit after the deadline date for entries/changes incurring financial cost
- Students whose entries are withdrawn due to lack of coursework.
- Students who fail to attend an exam without providing medical evidence or evidence of other mitigating circumstances. This will be communicated to students and parents/carers at the start of the GCSE courses.
- Any resit requested solely by the parent/carer and not on suggestion of the HoD will be invoiced to the parent/carer.
- After the release of results, subject teachers may request the return of examination paper or a re-mark at the school's expense. If a student requests this service it is at his/her own expense. A formal letter must accompany the request acknowledging the costs incurred.

Examination Appeals Procedure

The school is committed to ensuring that whenever their staff assess the work of students for external qualification, this is done fairly, consistently and in accordance with the specification of the qualification concerned. Students' work should be produced and authenticated according to the requirements of the examining board.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation can change the final marks awarded for internally assessed work. Details of the appeals procedure are available from the examinations officer and also outlined in an information sheet available on results day.

GCSE results service



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- When results are published appropriate staff will distribute them at a given time. Some subject teachers will be available to give advice along with a member from the SMT
- Data will be prepared for publication, this will be carried out by a member of the SMT

Internal examinations and testing

- The nature of internal assessment will be determined by the subject leader
- The cost of internal examination papers is the responsibility of subject areas.
- The examinations officer will co-ordinate the timing and venues in agreement with HoD's for taking Controlled Assessments
- The examinations officer will co-ordinate trial examination sessions if and when required at the end of key stage 3 and during key stage 4.

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