

**Caldicot School  
Ysgol Cil-y-Coed**



# **Caldicot School**

## **Examinations Policy**

**February 2018**

Ratified by the Governing Body on 6<sup>th</sup> February 2018

## CALDICOT SCHOOL – EXAMINATIONS POLICY

### 1. Opening Statement

Caldicot School is “Committed to Achievement” and as such is committed to ensuring that pupils receive every opportunity to succeed and gain qualifications appropriate to their age and ability.

### 2. Aims

We aim to:

- Ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- Ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

### 3. Outcomes

The school is committed to achieving the following outcomes from this policy:

- 1) Effective processes are in place to enable pupils to sit examinations at an appropriate level for their age and ability.
- 2) Through appropriate examination entries, pupils will achieve and progress in learning at a level appropriate to their age and ability.
- 3) Pupils’ examination preparation and success will equip them with the skills to meet their own needs and those of employers and the wider community and contribute significantly to their own well-being.

### 4. Procedure

- 4.1 Candidates will be selected for their examination entries by the Subject Teachers in consultation with Subject Leaders and Pathway Leaders. The final decision will rest with the Subject Leader.
- 4.2 Candidates or parents/carers can request a subject entry, change of level or withdrawal. This will be discussed with the relevant Subject Leader and Pathway Leader prior to changes being made.
- 4.3 The centre accepts entries from external candidates who are past pupils. The school does not accept any other external candidates.
- 4.4 The centre acts as an examination centre for other organisations.
- 4.5 Entry deadlines are circulated to Subject Leaders via Email and Internal Post/Pigeon hole.
- 4.6 Subject Leaders are responsible for checking the entries and returning accurate information to the Examination Officer by the required deadline date.
- 4.7 Late entries must be authorised by Subject Leaders in consultation with Subject teachers.

**4.8** GCSE / L2 vocational examination retakes are allowed where Awarding Body regulations permit.

**4.9** AS retakes are allowed where Awarding Body regulations permit. The grades that pupils achieve at AS level will normally be used for UCAS purposes to predict their overall A2 grade.

In the interest of candidates, progression from AS to A2 level will not **normally** be permitted if the candidate is unable to achieve a D grade or higher at AS level. Level 3 Vocational candidates will not normally be permitted to progress from Year 12 to Year 13 unless a minimum number of credits are submitted and passed in Year 12. As the size of Level 3 Vocational courses varies, students will be advised in writing by the Subject Leader prior to starting the course of the minimum number credits required of them by the end of Year 12.

**4.10** A2 retakes allowed where Awarding Body regulations permit.

**4.11** Retake decisions will be made in consultation with Candidates, Parents, Subject teachers, Subject Leaders and Pathway Leaders. The final decision rests with the Subject Leader.

**4.12** Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the Awarding Bodies.

**4.13** GCSE & vocational entry exam fees are paid by the Centre.

**4.14** AS entry exam fees are paid by the Centre.

**4.15** A2 entry exam fees are paid by the Centre.

**4.16** Late entry or amendment fees are paid by the Centre. Subject Leaders will determine the need for the late entry/amendment.

**4.17** Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

**4.18** Retake/resit fees are only paid by the candidates if the school is not preparing the pupils for the examination unit/module, or if entry is against the professional advice of the School.

**4.19** Once confirmed, the Examinations Officer will circulate the exam timetable for External examinations.

**4.20** All Examination Centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

**4.21** The centre will meet the requirements of the DDA by ensuring that the examinations centre is accessible and improving candidate experience. This is the responsibility of Mr Rees (Deputy Headteacher), Mrs A Lillie, Examinations Officer and Mr N Small (Business Manager).

- 4.22** The ALNCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The ALNCo and/or Examinations Officer will then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.
- 4.23** A candidate's access arrangements requirement is determined by the ALNCo and Educational psychologist/Specialist teacher.
- 4.24** Making access arrangements for candidates to take examinations is the responsibility of both the ALNCo and Examinations officer.
- 4.25** Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer following consultation with ALNCo.
- 4.26** Rooming for access arrangement candidates will be arranged by the ALNCo with the Examinations Officer.
- 4.27** Invigilation and support for access arrangement candidates will be organised by the ALNCo with the Examinations Officer.
- 4.28** Contingency planning for examinations administration is the responsibility of Mr Rees, Deputy Headteacher.

## **5. Conflict of Interest Statement**

Where a member of staff is teaching or administering an exam that a relative is taking, all work will be marked and moderated by other staff. Non-examination Assessment / coursework marks will not be entered electronically or manually by the staff member concerned, and regarding exams, no access to the exam paper will be allowed.

## **6. Monitoring, Evaluation and Review**

- 6.1** Mr Rees, Deputy Headteacher and the Examinations Officer will annually review the policy and make any further recommendations to the Governing Body.
- 6.2** The Governing Body, in consultation with the Headteacher, the Pupil Liaison Group, staff and parents, will regularly review this policy and associated procedures in order to ensure its continuing effectiveness.