

Darland High School

Examinations Policy

Statement of Intent

Every child attending Darland High School has access to a range of courses leading to nationally recognized accreditation, in line with the aim that every child should maximize achievement and realize potential.

Links to other policies

This policy is to be read in conjunction with these policies:

- Policy on Controlled Assessments
- Examination Appeals Policy

Examination Entries

The school will decide on how many qualifications each candidate will take. It is expected that when a candidate starts a course leading to the award of a qualification, they should not be allowed to 'drop' the subject until the assessment for that qualification has been completed. In some circumstances, it may be prudent not to enter a candidate who has been following a Key Stage 4 subject course, for the final examinations for that qualification. The decision not to enter a candidate for the final examination can be based on one or more of the following factors:

- Failure by the candidate to complete sufficient coursework to achieve a Level 1 grade in the final qualification.
- Failure by the candidate to have completed the required controlled assessments.
- Prolonged absence from school leading to the candidate having an incomplete grasp of the course content that would lead to a failure to achieve a Level 1 grade in the qualification.

It is the responsibility of the Faculty coordinator to discuss any case or request to 'drop' a subject with the subject teacher, the candidate's parents and the Headteacher before the decision is made. The Headteacher will have the final decision in any disagreement between the aforementioned parties.

Teachers in consultation with candidates and parents/guardians decide the level for GCSE or other entry. The final decision in this matter rests with the Headteacher.

Exam fees

Examination fees for recommended entries of Internal candidates are met by school unless the candidate fails to attend the examination without valid reason. In this eventuality the candidate becomes liable for all or part reimbursement of fees.

Should an approved course leading to a nationally recognised qualification, offer the opportunity to sit modules before the summer exam season in Year 11, it is the decision of the school as to whether this opportunity should be taken for cohorts or sub-cohorts of candidates. If the school wishes to enter candidates for modules and terminal examinations before the summer exam season for Year 11, the Faculty coordinator must write to the parents of the candidates this affects giving them due notice of the forthcoming exam modules together with a reminder on the charging policy on re-sits. The school will pay the entry costs of any examination modules taken early, but will not be liable for any charges for re-sits that the candidates may choose to take later in the course.

Access

Access arrangements and any special consideration are decided as a result of consultation between the ANCO, Subject Leader and the Examinations Officer.

Conduct of Examinations

The Examinations Officer is responsible for all administration of examinations including recruitment, training and monitoring of invigilators. Candidates will be given copies of their examination timetable well before the start of any examination season and will be given a presentation in assembly by the examinations officer before the start of the Year 10 Trial Examinations at which the rules and regulations for the conduct of examinations will be outlined.

The Examinations Officer and Faculty Coordinator will be present at the start of each examination.

Candidates will sit examinations in the Hall or Gym, except for those practical examinations, which require specialist rooms. External invigilators will invigilate the examinations. Those with access arrangements will sit their examinations in designated areas and be invigilated separately.

Monitoring and Evaluation

Monitoring of Faculty examination procedures will take place throughout the year by Faculty Coordinators.

Coursework submission guidelines including outline deadline dates will be set for the candidates at the beginning of Year 10. These will be communicated in the Guidance booklet issued to all Year 10 candidates at this time.

The Policy will be reviewed regularly and updated by Governors and the Leadership Team.

Access to scripts

From time to time, the school will recall individual copies of exam scripts from examination bodies, in order to inform teachers as to the application of mark-schemes by examiners. When scripts are returned for use as teaching aids, they will be anonymised. All candidates will have the opportunity at the beginning of the exam season, to decline their permission for the school to use their scripts in this way.