



The Grange School and Sports College Policy Document



1. **Title:**

Examinations Policy

2. **Purpose:**

To clarify the position regarding the running of Internal and External examinations.

3. **Aims:**

- To ensure that the administrative structure is in place so that examinations run according to the appropriate regulations
- To ensure that the examination environment allows the students to perform to their maximum potential
- To ensure that the financial cost of examinations is monitored effectively to give best value

4. **Policy:**

- The **Governors** will receive reports on examination matters
- The **Headteacher/Deputy Head** will monitor the day-to-day running of the examination system
- The **Examination Officer** will be responsible for the organisation of the examination system. Tasks will include:
 - Running GCSE, AS, A2, Functional Skills, CATs, BTEC/OCR Nationals (external examinations) and on-going developments such as 14-19 Diplomas
 - To make entries to external exam boards and to check them for accuracy
 - To ensure that the physical requirements for the examinations are organised – rooms, desks, etc
 - To ensure that all regulations from the external examination board are followed – eg Security, examination invigilation
- **Heads of Faculty/Heads of Subject:**
 - Are to be responsible for making initial examination entries and adhering to deadlines so that financial penalties are avoided
 - Financial costs may be charged to faculties if late entry fees are charged to the school
 - For deciding levels of entry and timings of entries where there is flexibility

Students:

- Are to ensure that they check their examination entries and attend at the correct time/place
- They are also responsible for their behaviour in all examinations
- Excluded students will be able to take external examinations on site. However, they will have to be escorted to the examination room and from the school immediately after the examinations

5. Relationship to other Policies:

- All issues relating to external examinations have to conform to the regulations published by the appropriate examination board
- Curriculum Policy will set the framework for subjects covered/examinations to be taken
- Behaviour Policy will set background for expectations for student behaviour in examinations
- Details of arrangements for students re-sitting examinations is covered in the schools 'Charging and Remissions' Policy

6. Monitoring, Review and Evaluation:

- Governors – Curriculum and Teaching through regular reports
- Business Manager – financial situation
- Deputy Head – monitoring of Examination Officer
- Inspections by External examination bodies

See attached Appendix for the arrangements for internal appeals about coursework Assessment procedures.

Adopted by the Governing Body on: January 2010

Review Date: January 2012



Title: Examination Policy – Appendix

Arrangements for Internal Appeals about Assessment Procedures

As part of most examination courses there is an element of coursework. Much of this is marked internally, although moderated by the examination boards.

This document deals with appeals made about the marking of this coursework.

It should be noted by all staff that extensions to coursework deadlines should be applied with care. As a matter of policy either no extensions should be granted, or an extension given to the whole group.

1. It is expected that in the first instance there should be dialogue between students and teaching staff over the marking of work.
2. There should be clear criteria as to how marks have been arrived at and these should be available to the students.
3. Should there be a dispute over marking after discussions have been held the following procedures should be followed:
 - a) The Examinations Officer should be informed of any dispute, in writing, as soon as possible. This will be constrained to some extent by coursework deadline dates (usually in early/mid May)
 - b) There should be a written reply to any complaint from the teacher/Head of Faculty as appropriate
 - c) If there is still a dispute the candidate can then take his case to a panel consisting of the Deputy Head and a nominated Governor from the Curriculum Committee
 - d) Both the candidate and member of staff concerned should be available to present their case before this committee
 - e) A full written report of the appeals will be kept
 - f) The examination board will be informed about any changes made to marks as soon as possible

Students should be informed of this procedure at the start of their examination courses (usually at the start of Year 10 but note needs to be taken of fast track students).