



MATHS & COMPUTING COLLEGE

## **Cantell Maths and Computing College**

### **Examinations Policy**

### **Summer Term 2010**

### ***Every Child Matters***

Policy Dated: 12<sup>th</sup> May 2010

Review Date: 12<sup>th</sup> May 2012

Ratified by Policies Committee of the Governing Body: May 2010

Signed by:

Headteacher: R. Evans

Chair of Policies Committee: H. Inskip

## Statement of Intent:

*To sustain and improve the standards of teaching and learning, academic monitoring and learning support within the school. To build and sustain a climate where every individual is given the motivation, the resources, the skills, the opportunities and the support to achieve.*

## At Cantell School....

**We believe that every student should be entered for examinations in the subjects they are studying.**

**We believe that every student should be supported in reaching the highest grade/level possible in each subject entered regardless of prior attainment or performance indicators.**

**We believe in bearing the costs of all examination entries except when a student has failed to attend an examination for which the entry has been agreed with all parties concerned.**

## Objectives of this Policy

- To define roles and responsibilities for examinations and examination entry
- To provide guidance on the completion of coursework
- To provide guidance on supporting pupils through the completion of their coursework
- To clarify school examination entry and retake policy
- To provide guidance on supporting those students with Special Educational Needs

## Roles and Responsibilities

### Coursework

- Coursework is a key component of all Key Stage 4 courses. Close monitoring of clearly communicated deadlines will support students. **The Learning Coordinators will coordinate a communication with parents that informs them of deadlines and the requirements for each subject.**
- Extended pieces of coursework should be monitored at regular intervals and broken down into manageable time-scales.
- All coursework will be signed in, on the register, by the **member of staff** responsible and should subsequently be locked in secure storage. No other students are to have access to it.
- School sanctions will be used for students who do not produce coursework by agreed deadlines and the **class teacher should contact the parents immediately via Student Planner, telephone conversation, or letter to inform them of the situation. The Subject Leader and Learning Coordinator should be informed in writing.**

- Students at risk of not completing coursework should be given an individual interview with the **Subject Leader**. Part of this interview should be in putting together a programme for resolution in the completion of coursework.
- **Subject Leaders should discuss with their Senior Leadership Team (SLT) link, as early as possible, any student who is at risk of not attaining a grade. These concerns will be passed in writing to the Learning Coordinator.**
- **Full support will be put in place by the Subject Leader to ensure that “catch up” work can be completed.**
- **It is the responsibility of each Subject Leader to ensure all coursework is dispatched at the correct time. The Subject Leader may liaise with the SIMs and Examinations Manager if necessary.** Coursework will be dispatched using the same method as for exam papers.

### **Examination Entry**

- All students who are capable of achieving at least a grade G will be entered for the examination.
- **Careful choice of Tier of Entry must be made involving discussions with class teacher, the student and Subject Leader. Guidance can be sought from SLT link.**
- Students at risk of not being entered for an examination should be given an **individual interview with the Subject Leader at the earliest indication.**
- All students will be entered for the course they are studying. Any student that fails to fulfil the minimum requirements for entry will be discussed by the **SLT and a decision made by SLT**. All appropriate actions must be taken prior to any decision being made. Any requests must be submitted in writing via the appropriate SLT link including a summary of information regarding the action taken.
- Any student withdrawn from examination entry will continue to study the subject until the examination. Late submissions will be considered.

### **External Exams**

- The School Information Management System (SIMs) and Examinations Manager is responsible for the organisation and conduct of all external exams.
- Final confirmation of entry numbers and levels will be made with the Subject Leader by the SIMs and Examinations Manager
- All exam papers will be counted in by the SIMs and Examinations Manager and locked away.
- All sealed exam papers will be checked by the Subject Leader of each subject in the presence of the SIMs and Examinations Manager in good time before the exam date.
- The Subject Leader will be present at the start of each subject exam.

- No exam papers can be removed from the exam room before the end of a session.
- All exams will be conducted according to the rules laid down by Exam Boards and within the start and finish times determined by the Board.
- Any misconduct or irregularity must be reported to the SIMs and Examinations Manager as soon as possible, who will then inform the Exam Board concerned.
- In the absence of the SIMs and Examinations Manager at the end of any exam, papers will be collected and taken to the Business Manager.
- Students will not be allowed to leave an exam unless their exam paper has been picked up and secured by an invigilator.
- Early exit from any examination will be only be granted in exceptional circumstances.

### **Internal Examinations**

The SIMs and Examinations Manager will be responsible for the overview of the organisation of accommodation and invigilation for these exams. Each Subject will be responsible for producing exam papers which are suitable for the time slot allocated to their subject. Subjects must ensure that they are represented at the start of each exam and collect papers at the end.

### **Misconduct**

This should be reported to the SIMs and Examinations Manager in the first instance, who will decide what action to take in liaison with SLT.

### **Results**

- Results will be available for collection on the day notified by the Exam Boards only.
- Subject leaders should check for the possibility of a re-mark/re-grade at the earliest opportunity.
- If a result is queried the SIMs and Examinations Manager will investigate the feasibility of asking for a re-mark.

### **Retakes**

It is vital that students are prepared for all examinations and that they are taken at the appropriate time in the course. Any recommendations for retake must be made via SLT link with valid reason by the Subject Leader at least 3 weeks prior to the registration date. Every recommendation will be considered on its merits. We do not wish to exclude or prevent students from achieving the best possible grade but consideration should be made on whether the retake will impact on the overall grade. Retakes will not be granted if a student has failed to attend an examination for which the entry has been agreed with all parties concerned, without a valid medical reason.

## **Special needs**

It is the responsibility of the Special Educational Needs Coordinator (SENCO) to liaise with the SIMs and Examinations Manager about the arrangements for candidates with Special Needs. The SENCO will ensure the SIMs and Examinations Manager has all information needed on each candidate with Special Needs. The SIMs and Examinations Manager will ensure requests for special consideration will be sent to the Boards and process the replies.

## **Special Arrangements**

Staff in Subjects should inform the SENCO of Special Needs pupils who are embarking on a course leading to an examination, and the date of that exam. The SENCO can then inform individual staff of any special arrangements which individual pupils can be granted during the course and in the exam. In the case of pupils with Specific Learning Difficulties/Visual Impairment or certain other medical conditions, these can be any or all of the following:

- Extra time for coursework and examinations
- Rest periods
- A reader
- An amanuensis
- Enlargements/models
- A helper
- A prompter
- Separate room/invigilator
- Use of word processing/printing facility

Special arrangements can also be made for pupils to take their examinations outside school e.g. phobic pupils, M.E. sufferers. In these cases invigilation/examination rules must still be adhered to.

- The SENCO will inform the SIMs and Examinations Manager, who will communicate with the Exam Boards at the beginning of a course, if any pupil is to be given special arrangements for coursework which carries marks towards a final mark.
- A separate room and invigilator is required for anyone with a reader and a separate room is required for an individual or group who is/are granted extra time/rest periods/use of a word processor.
- It is preferable that the reader/amanuensis should be a person within the Learning Support who is familiar with and has had practice with the pupil taking the examination. It is important if for example the pupil and reader or amanuensis have worked together in similar situations such as internal tests/exams. It is the duty of Learning Support to ensure that no unauthorised help is given to these pupils.
- The SENCO, in consultation with the SIMs and Examinations Manager will complete the Special Arrangement Request Forms for Special Needs candidates at the appropriate time and provide the necessary evidence to

reach the Exam Boards on the stipulated dates. Boards have a timetable of dates for the ordering of modified/ enlarged papers for SATs and GCSEs which must be complied with.

- The early opening and checking of Special Needs candidates' papers should be conducted in the presence of the SIMs and Examinations Manager only with the permission of the Exam Board, at an agreed time and any further enlargements/modifications completed by the designated person in good time for the start of the exam. In cases where extra time has been granted and the examination finishes after school hours, the candidate's papers will be given to the SIMs and Examinations Manager and locked away.
- The necessary re-scheduling of internal and external exams for Special Needs pupils will be co-ordinated with the SIMs and Examinations Manager e.g. pupils who have extra time cannot fit two exams in one day.
- Candidates with Visual Impairments may be granted an early start to examinations to allow time for rest breaks and extra time. Such candidates will be properly supervised at all times and have no contact with other candidates taking the same examination.
- Candidates with extra help/time for coursework must ensure that it is all their own work. It is the responsibility of Learning Support to ensure that all work is original.

### **Revision & Booster Classes**

The Learning Coordinator will liaise with Subject Leaders on the provision of revision and booster classes in the run-up to examinations periods. This will be published via the Learning Coordinator at the appropriate time. It is important that all intervention is centralised and coordinated such that it is supported and avoids duplication.