



## PLYMOUTH HIGH SCHOOL FOR GIRLS

**POLICY:**                    **Exam Policy 2015-2016**

**SLT LINK MEMBER:**                    **Pete Neve**

**GOVERNORS SUB COMMITTEE:**       **T & L**

This policy was adopted/updated:       July 2015

This policy will be reviewed:            July 2016

Statutory Policy:       NO

Source:                School



## Plymouth High School for Girls

### Examination Policy

This policy is based on the principle that all students will be entered for the appropriate examination linked to the course that they have followed in years ten and eleven, twelve and thirteen, unless there are exceptional circumstances.

### POLICY STATEMENT

Entry for GCSE examinations will be by submission of an estimated grade on the appropriate form, to the Examinations Officer. Estimated grades should be between A\* - G. Only one estimated grade per subject should be submitted. A U grade is **not** an acceptable estimated grade and should not be used. Any student who is a non entry for a subject should be graded N/E.

Written evidence should be made available in the form of

1. Mock examination results
2. Attendance record
3. Inability to keep to coursework deadlines
4. Failure to meet coursework requirements

Any decisions concerning entries are to be made by the subject teacher in consultation with the head of subject and/or team leader.

Heads of Key Stage/subject teachers should notify the exams officer of any students with SEN provision. Evidence is required for students needing additional time. Additional time is given at the discretion of the centre and is based on provision made in school for the student concerned.

Special consideration from awarding bodies will only be given to students who have been fully prepared and have covered the whole course but whose performance has been affected by circumstances beyond their control. These include:

1. Temporary illness or accident at the time of the examination.

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2. Close family bereavement
3. Domestic crisis at the time of the examination
4. Other accidental events e.g. defective exam paper, failure of practical equipment

Students will not be eligible for special consideration if preparation for or performance in the examination is affected by the following:

1. Long term illness
2. Bereavement occurring more than six months before the examination
3. Domestic inconvenience e.g. moving house, taking holidays
4. Misreading of timetable or instructions on exam paper

The awarding body will not give special consideration to candidates where staffing issues have caused disruption to teaching during any part of the course.

All deadlines regarding coursework, estimated grades and final entries are set by the board and are **non-negotiable**. The examinations officer will request this information from heads of subject in advance of the board deadlines to allow for submission in the appropriate manner and to allow time for checking. These deadlines will be published to staff at the start of each academic year.

Parents will be given the information as to which examinations their daughter/son has been entered for. Any queries should be referred to the head of subject and the examinations officer.

In Year 9 all students are entered for Key Stage 3 SATS unless SEN requirements dictate otherwise e.g. students for whom English is an additional language and they are therefore unable to access the tests.

Internal examinations should be conducted in a formal environment using individually spaced desks in the classroom where possible and should be based on written and announced material. Examinations should always be prepared in advance and a copy of the paper given to the Deputy Head teacher before sitting.

### **PROCEDURE**

Once final exam entries have been submitted to the board, students will be committed to those exams, and be liable for the full fee, if they do not meet coursework deadline or fail to turn up for the exam. Students may **not** withdraw themselves from an exam. Parents must request any withdrawals in writing and subject staff must be consulted. Unless there are extenuating circumstances, permission will not be given.

Students will be given a statement of their entries from the exams office. This sheet will contain data that students need to check carefully for accuracy.

Each student, on entering year 10, is issued with an examination number and unique candidate

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identifier (UCI). The examination number is four digits and will be allocated to the student for the duration of school life.

Morning examinations start at 9.00am although, for various reasons, some students may start later e.g. if there is a clash and a paper has been moved forward. Afternoon exams start at 1.30pm unless otherwise stated on individual timetables. Students are expected to arrive 10 minutes before the start for all exams. For late arrivals exam board procedure will apply.

If a student is absent from an examination then this will be recorded on the official attendance register and sent to the exam board.

If there are extenuating circumstances for the absence then a responsible adult for the student would be expected to contact school.

Exam board regulations will be applied. However, simply **forgetting an exam, over-sleeping, going on holiday, having a prior appointment or misreading the exam timetable are not acceptable reasons for absence.**

Students are expected to follow exam regulations regarding conduct inside the exam rooms. Warning notices will be clearly posted inside and outside the rooms and students will have attention drawn to these. Exam regulations are very clear and students will be made aware of what is and is not authorised material to be brought into the exam room. Mobile phones may not, under any circumstance be brought by a student into the exam room, even if they are switched off.

Examinations will be supervised by invigilators at a ratio of 1:30 unless in a practical subject e.g. Art where the ratio will be 1:15. There will be copies of instructions to invigilators in each exam room. It is the responsibility of the invigilators to ensure that the examinations are conducted according to exam board regulations. Any infringement or discrepancies must be reported immediately to the exams officer, and a full report made.

Once the exam has started, students will be expected to remain in the exam room until the exam has finished. Students will not be allowed to leave the exam room during the exam except for very exceptional circumstances. In these cases, students must be supervised by an invigilator.

Use of specialist equipment such as calculators or dictionaries must follow subject specific board regulations. It is the responsibility of the head of subject to make sure that any equipment required is in the exam room ready for the start of an examination. Heads of subject should liaise with the exams officer. Students will be expected to provide their own basic equipment of black/blue pen, ruler, pencil and eraser.

The head of subject should also liaise with the exams officer as to checking the exam papers both a few days before the exam and at the start of the exams. Heads of subject should ensure that they know when and where their exam is.

At the end of an examination the invigilators should collect the papers in exam number and tier order and ensure that the scripts are kept secure while students are dismissed from the examination rooms. They should then either pass these directly to the exams officer, or ensure the scripts are kept secure until this can happen.

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All scripts will be checked against the attendance registers by the exams officer, and posted using the NAA / Parcel force service, to the appropriate examiners. The exam officer log will confirm postage of exam papers. This will be done on the same day that the examination took place where possible.

Students will be informed of the date in August when they may come into school and collect their results. Students who cannot do this may leave a SAE with the exams officer.

## RESULTS

Teaching staff will automatically check results as part of their autumn term analysis and will initiate and enquiry about results as appropriate. Teaching staff will not request result enquiries unless a university place is dependent on the outcome on results day. **It should be borne in mind that results can go down as well as up.**

Joint Council for Qualifications (JCQ) state that only the centre can instigate enquiries about results. If the school has reason to believe that a result is not a true reflection of the student's ability, then an enquiry about results will be made to the awarding body. Students and parents **cannot** query results without the school's support.

Head of centre            Miss Mary Utton

Policy review            1<sup>st</sup> July 2016