

# ST PETER'S RC HIGH SCHOOL

## EXAM POLICY & PROCEDURES

January 2019

### Mission Statement

St Peter's RC High School is a community founded on mutual love and care for the individual in which the faith of the Church underpins all our activities. Christ is our model in striving for excellence in all that we do and in valuing the unique contribution and gift of every member of our school community. St Peter's is committed to working with home and parish to enable all pupils to succeed in life.



## **BTEC REGISTRATION**

From September 2018, all BTEC registrations will normally be made for all students following a BTEC course in Year 9. This will be completed by the end of September. A copy of all registrations made will be made available for checking by subject teachers, subject/faculty leaders and the line manager. A report will be made to the deputy in charge of BTEC, the curriculum deputy and the head teacher. The School expects that all members of a BTEC class group will be registered. Any cases of non-registration for an individual must be discussed with the relevant members of leadership.

## **GCSE, BTEC PAPER BASED TESTS AND CAMBRIDGE NATIONALS**

Most exams take place in summer (May and June) although there are opportunities in January for Cambridge Nationals and BTEC paper based tests. These are Creative Imedia, Health and Social Care and Travel and Tourism. Entries are to be completed by the deadline set by the Exams Officer which, for January, is 15<sup>th</sup> October. All these exams should be entered on the assessment calendar. The earliest opportunity for entry should be considered. The entries for summer will be completed in time for the Year 11's final Parents' Evening. The deadline for this will be set by the Exams Officer. Parents will be asked to sign a Certificate of Entry at this meeting which acknowledges the entries and their cost and commits them to supporting such entries. Following the Parents' Evening, the final entries will be submitted by the week before the February half term break. This time will allow any amendments to be made. At all stages of the process, the line manager must approve and sign off all entries and report them to the Curriculum Deputy. The Head Teacher will be notified of exam entries and exam dates. The Exams Officer will release exam results only to the Head and Curriculum Deputy. In the case of GCSE exams, this will be on the day before release to teachers and students. For BTEC results, these are less easy to control as they can be seen on Edexcel online and there is no pre-release date.

## **EXAM ENTRIES PROTOCOL**

For all external examinations the initial information will be asked for from the subject/faculty leader. Mark sheets will be provided for this purpose. Care must be taken that the correct tier of entry has been made, where appropriate, for the correct board and specification code. Once the entry information is completed by the individual teacher and signed and dated, it is returned to the subject/faculty leader for checking with the line manager for that area. Once checked and signed and dated by both, the whole entry is

passed to the curriculum deputy who will pass it to the exams officer. The preliminary provisional entry will then be made but not sent to exam boards at this stage following a further check. The School expects that all students will be entered for an exam in all their subjects. Any situation regarding non entry of a student must be discussed with the curriculum deputy and/or head teacher

A statement of entry will be issued for each student along with cost details for each student and be included with the final report to parents at the Parent's Evening in February. Following this meeting the confirmed entry will be submitted to the exam boards by the Exams Officer by the due date.

The above procedures will apply to all exam series (e.g. January series) but are particularly important for the summer series.

#### **LATE ENTRIES, AMENDMENTS AND WITHDRAWALS**

A late entry is any which is submitted by the Exams Officer after the deadline and automatically incurs a double fee. A very late entry incurs treble the fee. As long as an entry has been made by the deadline, withdrawals and amendments are accepted without charge until 21<sup>st</sup> April. Following that date, there will be a charge for any amendments. Tier amendments are at the discretion of the subject teacher and must be authorised by the line manager and the Curriculum Deputy. Withdrawals can only be approved by the line manager and authorised by the Curriculum Deputy before being submitted to the Exams Officer. The Exams Officer will require the signature of the subject teacher, the line manager and the Curriculum Deputy before any withdrawal can be submitted to the Exam Board. The Head Teacher will be notified of any intended withdrawals by Curriculum Deputy.

#### **BTEC ON-SCREEN TESTS**

At present, there are only two BTEC subjects which have on-screen assessments. These are Engineering and Sport. Current practice is that a test is ordered via the Exams Officer as and when required. From academic year 2018/2019, all tests must be factored into the planning and an approximate date for the first on screen test to be decided at the beginning of the course. Following the test and receipt of the results, which will first be seen by the Head Teacher and the Curriculum Deputy, a decision to re-sit students must be made by the subject teacher and with the approval of the line manager, Deputy in charge of BTEC programmes and the Curriculum Deputy. The Head Teacher must be informed by the

Curriculum Deputy. Once this has all been agreed, a date can be arranged with the Exams Officer. This should take place as quickly as possible and within a working week of the receipt of the results. The dates for all tests when known should be added to the School Calendar

**CONTROLLED ASSESSMENTS / COURSEWORK**

We still have a number of subjects which have a coursework component. These subjects are listed below with their deadlines.

<b>Subject</b>	<b>Exam Board</b>	<b>School Deadline</b>	<b>Board Deadline</b>
Art	AQA		31 <sup>st</sup> May
Eng. Lang. Spoken Language NEA	AQA	16 <sup>th</sup> April	7 <sup>th</sup> May
French / Chinese / Spanish and Italian Speaking Tests	AQA	11 <sup>th</sup> May	Between 9 <sup>th</sup> April and 11 <sup>th</sup> May
Hospitality	WJEC	16 <sup>th</sup> April	7 <sup>th</sup> May
Music	Pearson Edexcel	23 <sup>rd</sup> April	15 <sup>th</sup> May
Computer Science NEA	OCR	23 <sup>rd</sup> April	15 <sup>th</sup> May

These deadlines are for the marks to be submitted to the Exam Board and so to allow for moderation and monitoring to be completed, the date for completion of this process must be a minimum of one week before to allow for eventualities and for submission in good time to the Exams Officer. All work must have the correct documentation for the Exam Board and be signed by the subject teacher and approved by the head of faculty/line manager and the Curriculum Deputy. There must be time for the marks to be seen by the students to give them time to appeal.

**INTERNAL EXAMS**

There will be PPEs for Year 11 and some Year 10s and Year 9s at the end of November into December and these will be run as the external examinations in terms of procedure and conduct. There should also be an opportunity for further internal exams at the end of the GCSE exams in June. A timetable for this will be drawn up according to availability and demand. There is an expectation that all curriculum areas will have a formal end of year examination to inform final forecast and to synchronise with end of year data collection. These may take place in the Theatre depending on time constraints or in lesson time.

## **REPORTING TO PARENTS**

All information about internal and external exam dates will be reported to parents and be accessible on the School website with other key dates. This will be the responsibility of the Faculty/Subject Leader and Curriculum Deputy. The information about the final GCSE examinations will be released through the exams officer with the confirmed exam timetable on the School website as soon as it is available which will normally be before the end of the previous academic year. There will be guidance available to parents about subject specific exam topics, a list of helpful websites for revision and key dates.

## **ACCESS ARRANGEMENTS AND DISABILITY**

Access arrangements can be assessed for the approach to end of Year 11 in Year 9 but no earlier. Support programmes will already be in place for Years 7 and 8 informal assessments of need and the completion of Form 8 and other such documentation will be administered by the Senco and the Inclusion Faculty. The evidence collected will reflect the normal way of working of the individual student and the deadline for completion is by the October half term. Assessments are carried out at the beginning of the academic year and assessments for external exams access arrangements will be started at the beginning of September and completed by October half term. The files will be collated by the SENCo and Inclusion Faculty along with evidence of the normal way of working. Please see Disability Policy (Exams) for further information

## **EXAM RESULTS DAY**

Results day is normally on the third Thursday of August. The Year 11s will come for their results between 10.30 and 12.00. Year 10 can come after 11.15 until 12.00 or wait until the beginning of the academic year. The provisional results will be signed for by the student and documentation for any possible reviews of marking will be signed. This will mean the student does not have to return to give permission for an enquiry to be made. The student will be contacted by phone to inform them of the subject for which the review is being sought. The result of the review will be communicated to the student either by the subject teacher, Exams Officer or Assistant Exams Officer.

## POST RESULTS SERVICE

Below is a summary of what is available following an exam series.

**Clerical re-check.** The marks will be re-counted and checked for accuracy.

**Review of marking.** Individual scripts are checked for correct application of the mark scheme including a re-count of the marks.

**Review of moderation.** Review of the moderation of the work for all candidates as well as the sample. This may lead to no change of the mark; a change of the mark but not the grade; a change of the mark and the grade.

**Access to scripts.** This falls into different categories and have different deadlines and purposes

1. Early access to scripts to help with review of marking of scripts request. A copy of the script will be sent to centres by the 6<sup>th</sup> September providing the request has been made before 30<sup>th</sup> August.
2. Copies of scripts to support teaching and learning. Requests must be made no later than 27<sup>th</sup> September. Requests will not be accepted after that date.

## CERTIFICATE PRESENTATION EVENING

Checking process is gone through to ensure no errors. The date for the Presentation Evening will be decided by the Head and students will be informed by a letter from the Head when they collect their results on Results Day.