

St. Joseph's Roman Catholic High School



Examination Entry Policy

Aim

To ensure that each individual pupil has every just opportunity to be entered for appropriate examinations during his/her education at St. Joseph's, thus ensuring that he/she might realise his/her potential, and receive evidence of attainment in each subject studied.

Objectives

- ❖ To provide clear guidance on the procedures to be adopted by the school.
- ❖ To avoid any misunderstanding regarding the basis upon which a pupil may or may not be entered for examination.
- ❖ To ensure that the expenditure on examination entries from the school budget is allocated according to guidelines acceptable to the Governors.

Guidelines

1. That a member of the Senior Management Team has responsibility for the oversight of the implementation of this policy and its periodic review.
2. That pupils must have completed coursework, where appropriate, to the satisfaction of their subject teacher prior to formal entry to any external examination. Pupils can be withdrawn from an examination after the final entry date if they have not completed coursework. The withdrawal fee should then be paid by the parents of the pupil.
3. That the level of entry for a pupil in any given subject is the professional responsibility of the department, informing both parents and pupils at the earliest convenience.
4. That the choice of board or examination in any given subject is the professional responsibility of the department. Should a parent express a wish for their son/daughter to take an additional examination they would have to undertake payment prior to entry.
5. That parents must be given opportunity to be consulted regarding entries for their son/daughter in any external examinations.
6. That a final decision on the nature of entry for examination will be made based on the most recent relevant data available and a non-entry would be avoided if at all possible. Non-entry should only follow due consideration and discussion in school and parents must be notified as soon as possible.
7. That the school will always take appropriate action to ensure that a pupil will receive any special consideration or access arrangements which the examination board allows, should the pupil merit such consideration.
8. That the Parent or Guardian of any pupil who fails to attend for an examination without good reason, will be required to pay the appropriate entry fee.
9. Once examination results are received any student considering a re-mark must be aware that they must meet any financial costs incurred. If the initial GCSE grade is found to be incorrect and the grade is increased than any monies paid will be refunded.



Appeals against Internal Assessment of Work For External Qualifications

St Joseph's RC High School is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency. If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the centre for moderation by the awarding body.

This procedure is available from the exams office.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (eg the last GCSE written paper in the June GCSE exam series).
2. Appeals should be made in writing by the candidate's parent/carer to the exams officer (EO), who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the EO was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the EO is not able to conduct the investigation for some other reason.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of St Joseph's RC High School and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant awarding body.

