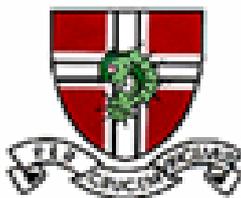


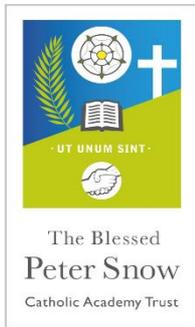
St John Fisher Catholic Voluntary Academy



Examination Policy for Parents/Students

March 2016

The Blessed Peter Snow Catholic Academy Trust



The Catholic Voluntary Academies which form the Blessed Peter Snow Catholic Academy Trust are distinctive as we provide grounding in the Catholic Faith for all our children. The special character of our Catholic academies is the quality of the religious teaching, integrated into the overall education of our children. Our beliefs, which are Gospel centred, affect the way we live, making our academies living examples of Christ and His teachings.

"Education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short it is about imparting wisdom. And true wisdom is inseparable from knowledge of the Creator." (Pope Benedict XVI, Address to Teachers and Religious, Twickenham, September 2010).

Our Academies therefore operate and are informed by the following four key principles of Christian formation:

- **Places of Discipleship**
- **Places where Communities are created**
- **Places of Learning**
- **Places where we treasure God's World**

In light of the above principles, the Trust aims to:

- ensure secure, welcoming and engaging environments in which all individuals learn to value and respect both themselves and others
- provide all individuals with the opportunities to achieve excellence, to develop their full potential as human beings and to encourage and challenge them to do so
- uphold the unshakable belief in the unique potential of each child, student and member of staff
- provide a curriculum that initiates students into the knowledge, values, attitudes and skills they need to become mature Christian adults in their personal, social, family and working lives

Exam policy for Parents and Students

Entries/ Amendments/ Withdrawals Entries:

- Students will be entered for all their examination subjects unless there are exceptional circumstances. The issues would include very poor attendance.
- Students will be issued with a Statement of Entry by the Exam Officer to check the entry is correct. This will include a reply slip for signature by the parent and student to ensure they are aware of the student's entry for the examinations.
- Students whose entry is not supported by the school may enter but will be required to pay for it.

Amendments to tiers:

- The faculty decides on the appropriate entry tier for the student. Any amendments to the change of tier must have the agreement of the faculty and parent. However, in exceptional circumstances, if the faculty does not support a change, parents may pay for the amendments.

Withdrawals:

- Students may be withdrawn from examinations only in the most exceptional of circumstances and only then with the Headteacher's permission.

Fees:

- The school pays for every candidate to enter for the appropriate examination, including school directed re-sitting of examinations, unless there are exceptional circumstances where it does not support the entry.

Missed exams:

- Where an examination is missed parents/ students will be required to pay the fee for the examination.

Special Needs/ Access Arrangements:

- The SENCO deals with all access arrangements. Parents who are concerned must contact the SENCO directly.

Timetable Issues:

- The morning exams start at 9.30 am or thereabouts and the afternoon exams at 1.30 pm or thereabouts, following pre-exam preparation talks for students in a separate venue
- Copies of the exam timetable and seating plans are on the exam notice board and individual 'Statements of Entry' are given to all students well in advance for checking in the first instance and thereafter for reference purposes.
- Exam venues and seating plans are published on the examination notice board and outside the examination rooms.

Clashes:

- Students should thoroughly check their statements of entry for clashes and if this is the case must **immediately** notify the Exam Officer. Arrangements will be put into place in the best interests of candidates and candidates will be supervised by invigilators. In exceptional circumstances permission may be sought to take the exam on the following day.

Expectations during exams- behaviour, uniform, mobile phones, equipment, etc:

- Students are required to assemble outside the exam venue 5 – 10 minutes before the start of the examination. KS4 students must be in full school uniform. Students should bring their writing equipment, calculators etc. However, equipment will be available to be borrowed in the exam if students do not bring appropriate equipment.
- Examining Board regulations state that electronic equipment (phones, MP3s, radios, smartwatches etc) must not be brought into the examination room. Once inside the exam venue the candidates must follow the code of conduct as explained by the senior invigilator. Any malpractice has to be reported to the Examining Board and, inevitably, severe penalties are administered. Each case is dealt with on an individual basis by the Examining Board but may result in the loss of all marks for the whole of the subject in which malpractice occurred or, depending on the severity of the malpractice, could include the loss of all marks in all subjects taken by that Examining Body.

Late arrivals: Late arrivals from 9.30 to 10.00 am and 2.00 to 2.30 pm, need to know that they will be reported to the Examining Board who reserves the right to reject the paper. For all late arrivals, every attempt will be made to allow the candidates the full time allocation.

NB/ Candidates after 10.00 am (1 hour after the start of the examination) and 2.30 pm (1 hour after the official start time of the examination) will be refused entry to the exam.

Leaving the examination:

- Students are not allowed to leave before the end of their examination and only under the direction of the invigilator once the exam is over.

Results:

- Results are available in school from 10.30 am on the appropriate Thursday in August. Only students may collect their results. However, prior permission may be sought, in writing, for a relative or family friend to collect them. Stamped addressed envelopes can be left in the exam office for candidates who will be away from home.
- Telephone enquiries for results are not permitted unless they have been pre-arranged by letter to the school.
- Any uncollected results will be securely stored in the examination office.

- Certificates that arrive in time will be distributed at Prize Giving, however, certificates that arrive after this time can only be collected by the student in person from the examination office unless prior permission has been granted.

Post-result enquiries:

- Any student who wishes to question the marking of their paper should consult the appropriate faculty leader. If a re-mark is to take place, on agreement between the student and the faculty, then the faculty will pay for the re-mark. If the faculty are not in agreement with a re-mark the candidate can pay for a re-mark if the headteacher agrees to this. It should be noted that if an exam grade improves on a re-mark, the fees will be reimbursed by the Examining Board.

Appeals against internal assessment of coursework/controlled assessment- (procedure undertaken not coursework/controlled assessment mark itself): □ See related document 'Policy on Internal Assessments for External Qualifications'.

Appeals against external assessment of coursework/controlled assessment:

- The school will pay if it believes that there has been an improper external assessment of coursework/controlled assessment

Policy on Internal Assessments for External Qualifications

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, St John Fisher Catholic Voluntary Academy is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- Assessment evidence provided by the candidates has been produced and authenticated according to the requirements of the specification;
- The consistency of the internal assessments is secured through internal standardisation as necessary;
- Any staff who are responsible for internal standardisation must attend any compulsory training sessions.
- Guidance for students on ensuring that they do not commit any plagiarism is given in the JCQ document CSWK 1516, to be issued to all students who are completing coursework or controlled assessments as part of their course.

Written Appeals procedure

Each Awarding Body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

- The appeal applies only to procedures used in arriving at internal assessment decisions and does not apply to the judgements themselves; you cannot appeal against the mark or grade only the procedures used;
- The parent or carer must make an appeal in writing to the School's Examination Officer: appeals should normally be made by 30th April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where coursework marking and moderation extends beyond this time.
- The enquiry into the internal process will normally be led by the Examination Officer and a member of the senior management team, provided that neither has played any part in the original assessment process;
- The teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the student/ parent/ carer;
- The enquiry will consider the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The student/ parent/ carer will be informed in writing of the outcome of the appeal, including:

- Relevant communications with the Awarding Body;
- Any steps taken to further protect the interest of the candidates.

If the student/ parent/ carer is unhappy about the response in writing, he/she/ can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Head teacher and a member of the Governing Body.

Note:

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment and the final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the School's control will not be considered in the School's appeal procedure.

Equalities Impact Assessment

School	St John Fisher Catholic Voluntary Academy
Date	19th January 2016
Lead member of staff	Ms Catherine Hall
Other involved staff/role	Dissemination to all staff and governors

Proposed Plan

Background/ how this proposal has come about

Reason for proposal – to introduce new practice/provision

to change or reduce practice/provision

to remove practice/provision

Main stakeholders

Any legislation or guidance that informs the proposals

An updating of current policy within school to introduce any new policy and practice which reflects current pedagogy and remove any out of date policy and practice

Is the proposal likely to have an adverse impact on compliance with the Equality Duty?

Eliminating unlawful discrimination, harassment and victimisation

N

Promoting equality of opportunity

N

Fostering good relations

N

Please explain

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Consultation Process With

whom do you plan to consult?

How?

Where is the evidence of the consultation?

<p>Line manager – Headteacher - through line management Governors – through allowing them to see draft policies and comment HoFs – through T and L meeting</p>
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Potential Issues

Characteristic	Impact of proposal (specify if impact is to pupil, parent/carer, staff, governor, other)	Positive Negative Neutral	Can barrier be removed? Y/N
Disability		Neutral	
Race		Neutral	
Sex		Neutral	
Gender reassignment		Neutral	
Pregnancy, maternity		Neutral	
Religion/belief		Neutral	
Sexual orientation		Neutral	
Marriage, civil partnership		Neutral	
Age		Neutral	

Explain in more detail

Purpose is to adhere to QCA guidance on the conduct and appeals procedure for examinations.