



EXAMINATIONS POLICY

Committee:	Governing Body
Author:	Kate Miller
Last reviewed:	January 2023
Review cycle	Three years
Required to publish on website?	No
Statutory:	No

The St Marylebone CE Bridge School (“the School”) supports all pupils as effectively as it can in the preparation for and in the administration of examinations, in line with its Church of England ethos.

1. Exam entry

1.1 Attendance and completion of coursework:

The School aims to work with pupils and parents to make it possible for all pupils to meet the required entry standard for public examinations. The School aims to enter for external examinations all those pupils who have covered the examination course, have attended 95% of the lessons, and completed to the best of their ability all the necessary coursework by the required date. Those who fall below these criteria may be considered for non-entry.

- 1.2 Parents will be kept informed of the risk of non-entry and under-achievement through the Reporting System, Pupil conference Day, Annual Review meetings, and discussions with the parents and letters home. It is the School’s aim to work with pupils and parents to achieve the required entry standard and realise the full potential of all pupils. Parents will be provided with at least one written warning of possible non-entry well before a pupil is withdrawn.

- 1.3 Key Stage Leads, Subject Leads and appropriate Senior Leadership team (“the SLT”) will meet periodically throughout the academic year ahead of key entry points to discuss the entry of marginal candidates and to decide the appropriate examination load for them. The decisions will be communicated by the Head of School to the pupils and their parents.

- 1.4 The decision of staff at the above meeting on the examination entry of individual pupils will be final. Parents will not be able to pay for examination entry at the School if the

Head of School considers that the pupil has not fulfilled the School's entry requirements as outlined in 1.1 of this policy.

- 1.5 The cost of late withdrawal, lack of coursework and non-attendance for the examination (for reasons other than documented illness and compassionate considerations) will be charged to the relevant budget and recouped from capitation. In some exceptional circumstances, the School may charge the parent/carer.
- 1.6 The entry for external examinations of pupils who are late entrants to the School and have not covered the entire course will be decided by the Head of School in discussion with the pupil's parents.

2. Access arrangements

- 2.1 Access arrangements are made before an examination series to enable a candidate with particular requirements to demonstrate attainment.
- 2.2 Due to the nature of the school all pupils have an Education Health and Care Plan (EHCP).

3. Payment of exam entries

- 3.1 The School will pay for all initial examination entries.
- 3.2 Retakes will be at the pupil's own expense unless the School deems that the initial entry was adversely affected by exceptional circumstances, in accordance with the School's Charging and Remissions Policy.

4. Pupils as private candidates sitting exams at other centres

- 4.1 Pupils up to the age of 16 will be requested to provide information regarding any GCSE entries they are sitting as private candidates at other centres as this will impact on our performance statistics.

5. Organisation of public examinations

- 5.1 All public written exams are held at the School premises.
- 5.2 Public examinations for all GCSE (and other relevant) qualifications will take place throughout the year as per the entry cycle.
- 5.3 BTEC external assessments will take place at the School premises. Examinations will be invigilated by staff not linked to the programme.

- 5.4 GCSE Controlled Assessments will be set out in the school calendar where possible. Pupils and parents will be given details of these dates. Controlled Assessments are subject to the same examination conditions as terminal exams with the exception that if a pupil misses the *task-taking part*¹ due to illness a second date will be provided, as long as a doctor's medical note has been provided for the absence. The School will set the second date as close as is practicable to the missed date and it will not be negotiable.
- 5.5 BTEC and Entry Level (as directed by the exam body) coursework assignments should be completed in line with the given guided learning hours and pupils must adhere to deadlines in order for samples to be available to the BTEC Standards Verifier any time between March and June of the examination year. BTEC coursework is subject to the relevant rules of malpractice as outlined in this policy.
- 5.6 Timetable clashes will be resolved and notified to pupils as part of their final exam timetable. Pupils who require isolation will also be notified separately by email.
- 5.7 **Supervision during the day**
In exceptional cases where pupils have a normal variation to their academic day, exams may also be varied. Details of this variation will be agreed by SLT and a formal supervision arrangement signed by the pupil and their parent or guardian. All documents will be held on the inspection file along with supporting evidence.
- 5.8 **Supervision overnight**
In exceptional cases where pupils have more than 6 hours of Level 3 exams, or 5½ hours of Level 2 exams in one day, the pupil will be offered the option of taking one exam on the following day in line with JCQ (Joint Council for Qualifications) regulations. A formal supervision arrangement will be signed by the pupil and their parent or guardian. All documents will be held on the inspection file along with supporting evidence.
- 5.9 **Toilet breaks**
Toilet breaks are not encouraged and will impact on the pupil's exam time.
- 5.10 **Special consideration**
Formal / original supporting documents are required before any application for special consideration will be made in line with JCQ (Joint Council for Qualifications) regulations.
- 5.11 **Procedures for non-attendance**
All absences from exams will be reported to the Examination Officer. She will then inform a member of staff who will organise a phone call to the pupil's parents.
- 5.12 **Procedures for lateness to an exam**
Candidates arriving late for an exam may be refused entry to sit the exam at the school's discretion after 30 minutes. The school does not permit additional time for late candidates who have been permitted to enter the exam room except in exceptional circumstances. A report will be made to the awarding body as per JCQ (Joint Council for

¹ That which requires high level control.

Qualifications) regulations and the pupil will be advised that their exam may not be marked at the Awarding Bodies discretion.

5.13 Invigilation

All public examinations will be invigilated by staff who have completed the invigilator training, as well as mock examinations when required. Controlled Assessments will be managed by teaching staff in classrooms.

6. Internal appeals

- 6.1 The school abides by the moderating procedures of the relevant exam board for each subject. All subjects entering candidates abide by the moderating procedures of the exam board. Pupils are entitled to appeal against the internally assessed coursework marking process, and the School will convene an appeals body (in compliance with the Joint Council for Qualification guidance) where a candidate wishes to appeal against the marking process. Candidates should, upon request, have access to coursework grades, and can appeal against the process within a week of the internal coursework deadline.

7. Malpractice

- 7.1 Where a candidate attempts to submit plagiarised work for the final draft of coursework, they will not be given the chance to enter other work; hence they will have incomplete coursework and may be withdrawn from that qualification.
- 7.2 The School will report any pupil caught cheating, attempting to cheat, taking any prohibited materials into the examination hall, or breaking any of the regulations as published by JCQ (Joint Council for Qualification), to the relevant board.

8. Issuing of examination results

- 8.1 Examination results will be emailed out on the day they are made public by the boards from 9.30am in the morning for the summer series. Pupils will be invited in to collect their results in person if they so wish.
- 8.2 If available, the School will opt into the release of results direct to pupils from the awarding bodies.
- 8.3 Pupils will be invited in to collect their exam certificates once these have arrived at the school site (November/December).

9. Centre Specific Processes

- 9.1 The School is a special school and as such, it is recognised that all our pupils have special educational needs in the area of speech, language and communication and a high proportion of pupils have complex/multiple special needs. Correspondingly, a high proportion of pupils will therefore use a word processor routinely in class as their normal way of working to enable them to access the learning and the examination system.

- 9.2 The School complies with the JCQ guidance on Access Arrangements and Reasonable Adjustments (Adjustments for candidates with disabilities and learning difficulties) and with the JCQ Instructions for Conducting Examinations guidelines regarding the use of word processors.

Policies and other School documents to which this policy relates

- Risk Assessment Policy
- Controlled Assessment Policy
- Charging and Remissions Policy
- BTEC Handbook
- Instructions for Conducting Examinations (ICE) and the General Regulations for Approved Centres written by JCQ (Joint Council for Qualifications)