



Examination Procedures

Directors of Learning will provide the Examinations Officer with details of examinations to be taken and candidates to be entered before published deadlines. This includes Board, title and syllabus number plus any other necessary information (such as syllabus number suffices or options claim codes and rooming requirements for orals and practicals).

The Examinations Officer, will enter onto computer the details of the examinations being studied.

The Directors of Learning will also include details of options, special papers or paper levels so that full and correct entries can be made. All these details will reach the Examinations Officer before the published deadlines. Directors of Learning or members of staff with responsibility for examination entries are then responsible for checking all entry lists. Overall responsibility for accuracy of examination entries for their subject rests with the Directors of Learning, and fees incurred through late entries, changes to tiers will be borne by the subject area.

The Examinations Officer will enter the examination details onto computer as soon as the necessary information is received. An examination Statement of Entry will then go to students via tutors for checking and signing by students. A copy of entry lists will be provided to DofL to check and amend as necessary and return to Examinations Officer. Post 16 students with particularly poor attendance may be asked to pay for their own entries or may not be entered for an examination.

The Statement of Entry details refers to GCSE, Vocational, and GCE entries. Details of other examinations such as DiDA will be passed to the student by the DofL. A copy of these examination entries must be given to the Examinations Officer. These details will be needed for despatching results during the Summer vacation and to provide examination statistics. The examination Statement of Entry will be returned to the Examination Officer. Alterations, where required, are then made, including private entries. All private entries are specially recorded for future reference.

The examination entries are then made electronically.

The Examinations Officer will issue a printed personal examination timetable to all students involved in GCSE examinations. Examination timetables will be published once all details are finalised. Tutors should get students to check their entries and get students to inform the Examinations Officer of any problems/clashes



If necessary students are to bring to the Academy two stamped addressed envelopes; a small envelope for despatch of results and a large A4 envelope for despatch of certificates. These envelopes will be used by office staff to despatch results.

Post 16 entries will be amended in the light of January results and revised student entry forms and examination lists issued.

DofL will provide the Examinations Officer with projected syllabus details and entry numbers as required by the Awarding Bodies.

Results will only be passed directly to students, other people will need the students' written authorisation.

Examinations Officer to provide results printouts for DofL to analyse results by the end of August.

VOCATIONAL EXAMINATIONS

1. Vocational examinations for Key Stage 4 and 5 students are held in three series during the year. Entries will be processed as for all other examinations by the Examinations Officer.
2. All Vocational students should be registered with the Examination Board in the Autumn term by the Examination Officer. Should students fail to attend unit examinations without good reason, re-entry will only be made on receipt of payment from the candidate. The Vocational Co-ordinator will liaise with the Examination Officer to monitor attendance and to ensure all registrations are complete and accurate to avoid late registrations fees.

Internal Examinations

MOCK EXAMINATIONS AND INTERNAL ASSESSMENTS

1. Mock examinations will take place at the end of December for Year 11 and those Post 16 students who do not have modular examinations. Internal assessments, organised by departments, will take place in the Summer term for Years 7, 8, 9, 10 and 12.
2. The Examinations Officer will circulate Directors of Learning requesting information on their mock examination/internal assessment week requirements one month before these are due to take place. Directors of Learning should provide details of numbers of candidates, number of papers, length of examinations and any special requirements.

The Examinations Officer will subsequently issue an examination timetable at least one week in advance to all staff. A printed timetable and letter will be given to students.

3. **Internal examinations in Key Stages 4 and 5 should involve the delivery of a well-planned revision programme for all years. Directors of Learning are responsible for building the revision programme into work schemes and for ensuring that subject staff deliver the programme as required.** Homework setting before the examinations should support the revision work. Examinations for Years 10 and 11 should be based on past GCSE (or other agreed qualification) papers, as appropriate. For Year 11 and Post-16 students, mock examinations should reflect the number and length of papers that candidates will experience in the public examinations.

Internal assessments and Mock examinations for all years will take place in formal examination conditions, as far as possible in the Halls and Gallery to reflect the conditions of full public examinations. Internal examinations will run to the same high standards operated in public examinations, with the same high standards of invigilation and organisation.

Copies of internal examination results for all subjects and students should be passed to Data Manager within two weeks of the examination date to allow for collation of results. Examination results will be published to parents at appropriate times according to the school calendar.

Mandatory and optional end of Key Stage tests for Year 8 students in Mathematics, Science and English replace the Summer internal assessment in these subjects. These tests will take place under formal examination conditions as required

POST 16 EXAMINATIONS POLICY

General

- All GCE qualifications will be graded on a scale of A – E. Candidates not achieving E will receive U (Unclassified) and will not be issued with a certificate by the Examination Board.
- AS awards are aggregated from three valid AS units (usually taken in Year 12)
- Overall A Level awards are aggregated from six valid units (a combination of the three AS units plus three A2 units usually taken in Year 13).
- At The Marsh Academy it is not normal policy to apply for aggregation at the end of AS. Consequently, if a student decides at the end of Year 12 that they do not wish to continue a subject into Year 13, they should let the Examinations Office know before 10th September so that an application for Aggregation may be made and they may receive an AS certificate for the discontinued subject.
- All VCE awards are graded A – E.
- All Double Award VCE's are graded:- AA, AB, BB, BC, CC, CD, DD, DE, EE.
- Awards for Vocational subjects are applied for once a student has reached the point where they will have completed the necessary number of units.

Re-sit Rules

The Academy will pay for **the first sitting of any unit only**.

- Year 12 students will not be entered for external examinations until the Summer term (except by special permission).
- The Academy will not pay for any re-sits unless there are special individual circumstances why they should do so.



- If a student is expected to fail a module, they will not be entered for the examination. They may be encouraged to follow a more appropriate course the following year. In some cases this may necessitate the need to repeat Year 12.
- Students who have a poor record of attendance and/or performance (which may be related to poor attendance) will be asked to pay for their own examination entries.
- The Academy reserves the right to withdraw from examinations any student who causes serious concern. In this case parents will have been notified previously of the concern through a module report, phone call or some other means.
- If it is the student's decision to re-sit any module, they should complete the necessary paperwork in consultation with the subject tutor and make payment through the Finance Office before applying to the Examinations Officer for an entry to be made.

Procedure for entering students for examination re-sits

- 1. Director of Learning to submit a list of re-sit entries (Subject, Syllabus, Candidate names) to Examinations Officer**
- 2. Every student on the list to receive a personalised copy of the letter below, requesting they pay their entry fee.**

The examination entry policy is attached for your information.

Dear parents,

Your son / daughter has been entered for a re-sit examination against the advice of their subject teachers in the following:

Subject	
Syllabus / Level	
Exam Season	

Examination Fee

In accordance with Academy Policy, the Academy will pay for all examination entries for all students who are sitting an examination for the first time.

However, Post 16 students are expected to pay for themselves, if they wish to be re-entered for an examination.

I would be grateful if you would return the reply slip below, with the fee, to the Academy Finance Office by *7th March 2007*. Any delay may incur additional administration costs from the Examination Board and the Academy will have to pass these on to candidates also.

Should you be experiencing financial hardship and consider yourself unable to meet the costs, please contact your child's Tutor or myself to discuss the matter further.

Yours sincerely

Examinations Officer



Extract from the Academy's Examination Entry Policy:

Year 12/13

The Academy will pay for only one entry per candidate per module, unless otherwise decided by the subject tutor. If a student wishes to resit a paper, s/he will have to meet the cost. Exceptions to this will be 'hardship' cases who can justify the resit.

The Director of Learning will give guidance as to the suitability of a Winter or Summer entry, but if a student feels strongly that s/he wishes to disregard this guidance, s/he is free to do so, as long as it is made clear that the Academy will pay for only one entry (either Winter or Summer, but not both).

Name of student: _____ **Form:** _____

Please find enclosed the examination fee of for the following (cheques should be made payable to The Marsh Academy):

Subject	
Syllabus / Level	
Exam Season	
Exam Fee	

Signed: _____ **Date:** _____

Examinations Entry Policy

The Academy has a fully comprehensive intake and is committed to enabling all students across the ability range to attain the highest possible standards within the constraints of the ability profile.

It is not a question of being interested solely in the principal benchmark measures, but of being committed also to setting realistic targets for individual students and to making it possible for those targets to be at least met, if not exceeded. In some cases, a G grade at GCSE for one student might represent a more significant achievement than a B grade for a different student.

The Academy examination policy reflects this determination to see all our students achieve the highest possible standards, whatever levels or grades those standards represent.

GCSE

All students will be entered for public examinations in all the subjects they are studying at the end of Key Stage 3, irrespective of the likely final grade.

There will be very few exceptions to the above, and then only with SLT authorisation.

A student may be withdrawn from an examination on the grounds of incomplete coursework and / or insufficient attendance, following discussion with parents. **It is imperative that parents have, over the duration of the course, been kept informed of any problems.** The decision to withdraw a candidate will only be made if parents have received written notification, well in advance, of any causes for concern. Vice Principals of relevant schools must also be kept informed of concerns as they arise.

Post 16

The policy is different for Post 16 students because the regulations which govern compulsory education do not apply. However, the principles of inadequate coursework or insufficient attendance will still be applied. As in the case of students in Year 11, it is imperative that parents have received written notification of concerns and of the likelihood of withdrawal if specified targets are not met.

Year 12/13:

The Academy will pay for all exam entries for all students sitting an exam for the first time. The Academy will pay for only one entry per candidate per module unless otherwise decided by the subject tutor.