

## Examinations Policy

### RATIONALE

Public examinations provide vital summative assessment, generally at the end of a Key Stage. This assessment gives information to pupils, parents, other education institutions, local authority and government agencies and employers about knowledge understanding and skills achieved. To this end the school participates willingly in the administration of these examinations in the best interests of the pupils and the school.

### AIMS

- To provide accurate data so that pupils can make decisions about the following year and next Key Stage.
- To provide the full range of examinations allowing accessibility for all pupils.
- To give pupils the opportunity to demonstrate their abilities.
- To guide pupils in choices of subjects and tiers of entry.
- To ensure that pupils are aware of what is expected of them in terms of preparation.
- To ensure that staff fully understand their obligations and responsibilities with relation to examinations.

### PROCEDURES

- The Examinations Officer compiles a list of subjects and examination boards for each department for the current year.
- The Heads of Department are responsible for collating entries for their department members.
- All candidates are entered by the due date set by the board.
- Payment for re-sits are the responsibility of candidates and entries will only be made on receipt of payment.
- Candidates are only withdrawn when a parent's permission is granted in writing. (Does not apply to year 13 and Year 14)
- Each student will receive her own individual timetable.
- Candidates sit their examinations at the centre where they are registered.
- Consortium arrangements will be put in place for collaboration students to facilitate centre based components.
- Special considerations and special arrangements are applied for by the due dates.
- All examinations are conducted according to the rules laid down by the Joint Council for Qualifications (JQC) and candidates are provided with a copy of these rules.
- Results are available for candidates on the date notified by the examination board.
- Examination certificates will be issued to candidates by the appropriate date.

### EXAMINATION ENTRIES

All of our pupils should be entered for examinations at a level appropriate to their ability, i.e. Foundation, Higher. Generally, they will be studying a range of courses including GCEs, GCSEs,

BTECs and other Level 2 and Level 1 courses at Key Stage 4 and Level 3 courses at Post-16. Pupils will be entered for an examination in each of the subjects they take as part of their curriculum other than those courses such as non-exam PE, PSE, Careers, etc for which there is no appropriate examination.

## **WITHDRAWAL OF PUPILS FROM EXTERNAL EXAMINATIONS**

The decision to withdraw a pupil from an external examination will be taken by the Leadership Team. The Leadership Team will only consider withdrawing a pupil under the following circumstances:

- Pupil has not been attending school, including a pupil on EOTAS;
- Where a targeted pupil is at risk of not achieving at least 5 GCSEs (or equivalent);
- Medical reasons;
- In consultation with SENCO regarding a pupil with Special Educational Needs (SEN);
- Other exceptional circumstances.

## **CONFLICT OF INTEREST**

The JCQ regulations for examination and assessment conduct have been revised for the academic year 2015-16.

### **St. Cecilia's College agrees to:**

*'inform the awarding bodies of any members of centre staff who are either sitting examinations and assessments or teaching and preparing members of their family for examinations and assessments. Awarding bodies should also be informed where children of exams office staff are being entered for examinations and assessments'*

St. Cecilia's College will inform examining bodies if any member of our staff is either sitting examinations or preparing members of their family to sit examinations or assessment. This will be done by emailing the Centre and Examiner Support Team or forwarding a conflict of interest form (will be available on the CCEA website) if available.

### **JCQ Instructions for conducting controlled assessments 2015-2016 (5.3 – Page 18)**

*Where a teacher teaches his/her own child, 'the centre must declare the conflict of interest and submit the marked work for moderation, whether or not it is part of the moderation sample.'*

**This policy was last reviewed by the Examinations Officer: January 2017**

**Due to be Reviewed: January 2019**