



**ALEC REED ACADEMY**  
PROUD TO LEARN

# Examinations Policy

<b>Policy Owner:</b>	Phil Cosby	<b>Approved By:</b>	Principal
<b>Target Audience:</b>	Staff	<b>Requirement to Publish on Website:</b>	No
<b>Purpose:</b>	To support the formal organisation of internal and external examinations	<b>Statutory Policy:</b>	Yes/No
<b>Review Date:</b>	Sept 26	<b>Approval Date:</b>	Sept 23
<b>Oversight by: Board Member/ Committee</b>	ALT		

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## **Internal and External Examinations**

Student progress across all subjects is assessed in a number of ways including in-class tests and formal examinations, during the course of an academic year each year group will formal examinations that are operated in line with guidelines produced by the Joint Council for Qualifications (JCQ).

which take place during a week in the summer term. Some students may also be given the opportunity to enter GCSE examinations early. Examinations play an important role in assessing student's progress through the Academy

In years 9, 10 and 11 students sit a range of examinations over the duration of the two years. These include full weeks of mock examinations which are used to grade progress and identify the tier or level of paper the student should be entered for in their final examinations. There are also GCSE Modular Tests which take place in November and March and represent a percentage of the student's final overall GCSE grade. They may also sit 'online' tests in Literacy and Numeracy.

## **Examination Entry**

In the majority of cases, no charge is made for the cost of examination entry fees. However, parents will be liable for examination entry fees in the following circumstances:

- a. When a request is made for accreditation in a subject that is not a normal part of the student's Academy programme;
- b. When a request is made for a different form of accreditation to that advised by the Academy;
- c. When a student is entered for an examination but fails to sit it, unless the reason is acceptable to the Principal;
- d. When a student wishes to resit a module for the second time;
- e. When there are unpaid debts due to the Academy when these will be off set by the Academy withholding payment of examination entry fees either in part or full to cover the unpaid debt. In such instances parents may choose to pay the examination entry fees themselves. (N.B The entry costs double if paid after the due date to the examination boards).

Parents/Carers will be liable for invigilation costs in the following circumstances:

When a student displays disruptive or inappropriate behaviour in an examination. This cost would cover the expense of additional invigilators to oversee the students exam at a separate location away from the main exam room.

When a student fails to comply with exam regulations specified by the Joint Council of Qualifications. This can include the possession of restricted items in an exam room.

## Organisation of Examinations

We have very high expectations from our students during examinations, inappropriate behaviour is taken very seriously and, if regulations are contravened during external examinations, then the JCQ are informed. This may lead to a student being disqualified from an examination, or a series of examinations depending on the severity of the offence. To ensure the smooth running of examinations there are clear policies in place and I draw your attention to the following key points with regard to exam arrangements, behaviour and equipment.

## Arrangements

- You must not sit an exam in the name of another candidate as this is a criminal offence.
- It is the student's responsibility to check the examination timetable.
- Students must sit in their designated seat as displayed on the seating plan.
- Copies of the seating plan will be on display both inside and outside the examination hall. They will also be on display in the year base.
- Do not take notes, bags, mobiles, iPods into the exam room. If you are found with any of these items in your possession within the examination hall you will be disqualified.
- All personal items should be left on the labelled trolleys outside the examination hall.
- Any item of value can be left at reception, although our school policy does make it clear that such items should not be brought to school.
- Water can be taken into the examination hall but labels must be removed from the bottle.
- If a student is going to be absent from an exam then the Academy should be contacted so that, where possible, alternative procedures can be put in place.
- If a student misses an external exam without a valid reason then parents/carers will have to pay for the exam entry (approximately £25 per exam paper).

## Behaviour

- Full school uniform must be worn or the student WILL NOT be admitted into the examination room.
- Students must not communicate with or disturb other candidates once in the examination hall. If there is evidence of communication then the examination paper will be disqualified.
- Students must not write on exam tables.
- Students must not write offensive comments on examination papers.

## Equipment

- All equipment should be stored in a clear, see through pencil case.
- The pencil case should contain the following:
  - Pencil
  - **Black** pen plus a spare
  - Sharpener
  - Rubber
  - Rule
- In some exams you are allowed to use a scientific calculator we therefore advise that you have one with you for mathematics and science examinations.

- Students who fail to have the correct equipment will be unable to fulfil their potential.