



Examinations Procedure

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Purpose

To provide a common framework to ensure that all students achieve qualifications commensurate with their ability.

General Principles

Students have an entitlement to be entered for examination at an appropriate level for all certified courses that they study at Beaumont or our consortium partners, provided that the student has the potential of achieving a grade.

Decisions Relating to Tiers of Entry

Where Tiers of Entry are applicable, the head of subject is responsible for deciding the tier of entry for each student, taking into account the student's current performance (especially in rehearsal examinations), previous performance, and any other factors affecting the student's chances such as health and personal targets. Students and parents should be informed of this decision in good time, often through a parents' evening but at the latest one week before the provisional entry is made. Parents and students have the responsibility for checking and confirming the examination entries.

The head of subject must ensure that the chances of a student "falling through the system," resulting in no grade being awarded, are negligible. In certain cases, this will be a difficult judgement; a student might have a better chance of obtaining a certain grade or level by being entered at the lower tier, sacrificing some flexibility about future progress in the subject.

In cases where there is a disagreement between the school and the parents or student over the decision, the head of subject will consult the head of year before attempting to reach agreement with the parents through informal discussions. If this is unsuccessful, or if there are several subjects in dispute, then the matter will be referred to the headteacher and dealt with under the school's general complaints procedures.

Decisions relating to non-entry for a particular subject

A decision not to enter a student for a public examination at any level will be taken only when it would be a misuse of public funds to do so. The most common reason for this would be a student defaulting on an element of coursework so that it is already **certain that a grade could not be awarded** under the rules of the examination.

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Decisions relating to withdrawal of an entry for a particular subject

The decision to withdraw a student from an examination will only be taken in consultation with the designated deputy headteacher or assistant headteacher.

The parent would have had prior written warning and the head of year would have been made aware. In such cases, the school will seek reimbursement of the examination entry fees from the family concerned.

Plagiarism

If a student is suspected of plagiarism the head of subject must consult the designated deputy headteacher or assistant headteacher immediately. If the offence has been discovered before the coursework has been submitted to the examinations board the student should expect to forfeit the marks for that element of the examination. The student will not be allowed to resubmit. If a student has copied work from another student the action will apply equally to the student whose work was copied if they knew of or acquiesced in the copying.

In all cases the headteacher will make the final decision.

In cases where the coursework has already been submitted to the Examination Awarding Body, it will be for the Board to decide the penalty.

GCSE Retakes

All GCSE qualifications are assessed terminally, with students taking all of their assessment units at the end of the course. Students must re-enter 100% of the assessment in the final examination series when certification is claimed. Previous results for any controlled assessment units may be re-used (carried forward).

November Examination Re-sits

November GCSE re-sits are only available in English Language and Maths. Controlled assessment grades may be carried forward. First-time entries are not permitted.

Record of Examinations

The school is obliged by law to record and publish the results of any examinations taken by students which are eligible for inclusion in performance tables, including those taken outside school. The school must therefore decline any requests for such results to be omitted from the school's prospectus and annual report. The school will, however, indicate which results have been obtained through courses taught elsewhere. (This situation might arise for a subject taken at an evening class, for example.) Parents should inform the school in writing where such examinations are to be taken.

Additional Entries

The school will view sympathetically requests for examination entry into subjects not taught by the school but for which there is a likelihood of success without tuition. This most often arises in foreign languages where a parent might seek an entry in a language spoken either at home or in a student's previous school in a different country. The school will attempt to provide facilities for the oral and aural components of such examinations wherever resources permit.

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Note: The general principles relating to the costs of such courses and their examinations are covered in a separate policy statement – “Payment of Course Fees to other institutions”.

In all cases the headteacher reserves the right to make final decisions relating to all aspects of external examinations, including submissions for enquires about results.

Students missing one or more components of an examination

- 1) If the component is missed due to illness, injury or trauma then the entry will stand and the school will apply the normal procedures requesting special consideration. Parents will be expected to provide medical documentation in support of the request for an aegrotat award.
- 2) If several components are missed due to illness, injury or trauma such that the examination board cannot give an ‘aegrotat’ award, then the school will respect the wishes of the parents and the student, who can choose whether to have the entry withdrawn or receive a lower grade. The school will provide a revised estimated grade to help the family reach a decision.
- 3) If a student misses an examination component due to accidental reasons (e.g. confusion over the timetable) then normally the entry will stand and the student will receive a lower grade, unless both parent and student ask for withdrawal. If an entry is withdrawn under these circumstances, the school will seek reimbursement of the examination fees from the parents.
- 4) If a student misses an examination component deliberately then the school reserves the right to withdraw the entry. The school will allow the entry to stand only if it receives assurances that the student will complete the other components. If an entry is withdrawn under these circumstances, the school will seek reimbursement of the examination fees from the parents.

This policy has undergone an equality impact assessment in accordance with the school’s Public Sector Equality Duty under the Equality Act 2010.

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APPENDIX – Reviews of Results Appeals Procedure

A candidate may appeal against Beaumont School's decision not to support a Review of Results (RoR).

- Appeals should be made in writing (not by email) to the Examinations Officer at least five school days before the published deadline for RoRs.
- The letter should outline the reason(s) for the appeal.
- The member(s) of staff who decided not to support the RoR will write an explanation of the reasons for the decision (the 'initial appeal response')
- The appeal and initial appeal response will be reviewed by a member of the School Governing Body, who will decide whether the school's decision should be upheld or overturned and record the reasons for the decision.
- The outcome of the appeal will be relayed to the candidate and candidate's parents within three school days of receipt.
- If the decision not to support the review of results is overturned, the school will make the application for the review to the relevant awarding body.
- A written record of the appeal will be kept by the school. This record will include the outcome of the appeal and reasons for that outcome.
- The outcome of the appeal is final and there will be no further right of appeal.

In this procedure references to 'school days' are references to week days during term time when the students are in attendance for lessons at the school and therefore exclude weekends, holidays and INSET days.