



Examinations Policy

Policy Name:	Examinations Policy			Review Date:	Every 3 Years 07/02/2021
Presented to the Achievement and Curriculum Committee:	Date: 07/02/2018	Adopted by the Full Governing Body:	Date: 28/06/2018	Chair of Governors Signature:	

Examinations Policy

RATIONALE

Examinations are an integral and essential part of school life. It is vital that members of the school community understand the procedures involved; and examinations run smoothly and efficiently ensuring all candidates are given the opportunity to do the best they can.

PURPOSE

- To ensure the planning and management of exams is conducted efficiently and in the best interests of the candidates.
- To ensure the operation of an exam system with clear guidelines for all relevant staff and students.

PRINCIPLES

The examinations policy is based upon the 'Exam Procedures' document. This gives clear and accessible information on:

- Exam responsibilities
- The statutory tests and qualifications offered
- Exam seasons and timetables
- Entries, entry details, late entries and retakes
- Exam fees
- The Equality Act 2010, special needs and access arrangements
- Estimated grades
- Managing invigilators and exam days
- Candidates, clash candidates and special consideration
- Coursework and appeals against internal assessments
- Results, enquiries about results (EARs) and access to scripts (ATS)
- Certificates
- Controlled assessment responsibilities
- Malpractice
- Detection of plagiarism
- Authentication procedures
- Marking of internally assessed coursework
- Annotations
- Jointly produced work
- Centre Contingency and adverse effects

CONCLUSION

Appropriately applied guidelines will establish a clear, consistent and efficient system. They will enable all parties to understand the importance of working together to ensure that the examination needs of students are met. This policy will be reviewed as required by the exams officer and the senior leadership team.