

# **Exam and Coursework Policy**

**Persons involved in the development of the Policy**

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**Frequency of Review: 2 Years**

## EF Academy | Examinations Policy

- Examinations are sat at the end of Year 10 (GCSE practice), Year 11 (mock exams and end of year I/GCSE paper), Year 12 (mock exams end of year AS papers and IBY1 assessments), Year 13 (mock exams and IB and end of year A2 papers and AS resits.). Students on the prep course also do a mock exam and end of year language exam. Students on the IELTS course will do a November exam in the second year of the course and, if necessary, can resit the exam in April of the second year.
- A formal examination is one carried out under timed, exam conditions, marked according to a common assessment criteria, using a level of response marking scheme.
- The internal (mock) examinations for Prep, GCSE, A Level and IB students are to be based upon the external examination to be sat. Where a project based exam is the final exam then arrangements will be made with the subject leader for students to have a 'similar' experience.
- This examination will inform the final formative assessment grade for that academic year (see Assessment, Recording and Reporting).
- The results of the formal examination series will be recorded on PowerSchool and commented upon in the relevant Curriculum Report.
- Where an external examination is sat, such as iGCSE or IB/A level, this will replace the internal end of year examination.
- All written formal internal examinations will be scheduled within an exams week by the Examination Officer.
- Modular iGCSE's and AS/A2 Module exams are not an exception to the above and these will not be scheduled at any time other than the end of year examination period.
- Individual exceptions to the above may occur at the discretion of the Headteacher.
- During the mock examination week, for the year group involved, normal lessons will be suspended.
- Where the formal examination is an external examination study leave will be granted. Study leave will be granted from the first to the last day on which an examination is held for Year 11, 12 and 13. In other cases, where a student is entered for an external examination as an early entry or in other unusual circumstances, then study leave will be granted on the day of the examination, subject to the Headteacher's discretion.
- During study leave a student will be marked as on Study Leave (S) which signifies present.
- During study leave normal lessons will be suspended but teachers will remain available to provide revision classes, support workshops and advice.
- Students will be counselled to resit where, after detailed analysis by the Course Coordinator; it is felt that the student's previous examination score falls below expectations of that student and where a resit is likely to make a palpable difference. A number of factors will be considered in this decision, including the student's aptitude, other curriculum demands on the students, previous unit marks, QCA research on likely improvement and consultation with the Head of Faculty.

- Where a resit is counselled a student will be provided with a revision programme which will include revision material and support from teaching staff.
- The number of resits a student is counseled to take will be determined by a range of factors, including students' aptitude and ability, student's programme of study, the student's university application etc. Typically a student will be limited to resitting 1 unit in any one subject.
- IELTS exams are only scheduled for A2 students. Where a student on another course wishes to take an IELTS exam they will need to enter for the exam as a private candidate through the Exam Office.
- Entry policy: All students on a course will be entered via Estimated Entries in the first instance. Following the mock examination week the Exam Entries will be reviewed. Where a student's aptitude and attitude are not felt to meet the expectations of the school then students may not be included in the final exam entry. In this case the student has the option of entering as a private candidate through the Exam office.
- Students wishing to change/add an Exam Entry must do so prior to the submission of the Final Exam Entry deadline, which will be communicated to students. Students making a request to do so after this deadline will be subject to a late entry charge.

## EF Academy | Coursework/Internal Assessment Policy

- Deadlines must be strictly adhered to by all parties. Any issues arising should be addressed by the subject teacher and then the Head of Faculty
- A final draft deadline should be set in advance of the final deadline. This should be sufficiently in advance of the final deadline so as to allow time for adequate feedback to students and for students to improve their draft. The student must provide a photocopy of their draft coursework which is to be retained by the department and used in the event of the student failing to meeting the final deadline
- In the event of the draft deadline being missed, then the department should keep the student in after-school detention for an appropriate amount of time to write the draft under supervised conditions. The Course Coordinator should be informed.
- The student should not have access to individual help whilst they are catching up on a missed deadline. Once they have submitted the draft then they may access teacher help in the usual manner.
- The final submission time should be 1 p.m. on the deadline day. Preferred submission day is Monday.
- All coursework submitted must be a hard paper copy and must be handed by the student in person. (Not by drivers, siblings, parents or electronic copies).
- All coursework must be signed in by the student and a record kept by the Head of Faculty. (They should sign the coursework authentication sheet where they hand in the coursework
- If a student is too ill to attend school on the coursework deadline day, then the student should come in for Registration, hand in the coursework and then go home. A note must be attached to the coursework.
- If the student is so ill that he/she cannot come into school to submit the coursework, it should be handed in on the first day they return to school. In these circumstances the late coursework must be submitted to the Course Coordinator.
- Any coursework that misses the deadline can only be submitted to the Course Coordinator. Students will receive no further feedback on such coursework.
- Teachers should keep a copy of any draft work that has been checked before the final deadline. In the event of an unacceptable reason to submit coursework on the time – the draft will be marked instead.
- Internal assessment should be carried out under Exam Board conditions. No mobile phone, or other electronic device, is allowed to be in the possession of a student during such an assessment and all such should be handed in before the assessment begins.
- Students who arrive after the beginning of the academic year and need to catch up with missed coursework will be set revised interim and final deadlines for any coursework they have missed. Please inform CCs and of the revised deadlines. The above procedures will apply to the revised deadlines. Any coursework which starts after the student arrives will be subject to the common deadlines.
- Students who do not perform satisfactorily in their course work will not be entered for external public examinations.
- Students who return to start a new academic year and still have outstanding coursework uncompleted, will not be able to start second year classes until all such coursework is completed.

Unacceptable reasons for missing coursework deadlines include, but are not limited to:

- All computing and ICT failures.

A hard copy as well as any electronic versions of the most recent version of the work should be kept at all times. Any students who do not have access to adequate ICT facilities (including a well maintained printer) should either handwrite their coursework or submit their coursework before the deadline. There is not time on the deadline day to print final copies from electronic copies.

In the event of an IT failure on the evening before the deadline, students should hand in their most recent hard copy and handwrite any final alterations.

## EF Academy | Remarking Policy

Remarks are possible through two processes:

- Department remark.

The Head of Faculty in consultation with the teacher i/c subject (Subject leader) can request a remark where they believe that the discrepancy between their marking/expectations and the marks received is too great. In this case the HoF/SL must make a case for the remark to the Deputy Headteacher who will discuss the request with the Headteacher. If approved the Course Coordinator will then need to inform parents and students of the request and gain permission from the student and parents through completion of a *Results Enquiry Application Form* before passing to the Exam Office. Where a 'department remark' request is accepted then the payment for that remark will be deducted from department funds.

- Student remark.

If a student elects to pursue a remark request, the following procedure should be adhered to:

The student must first discuss the request with the Teacher/Subject leader to review the UMS differential and details of the paper / unit. The Teacher/Subject leader will confer with the Head of Faculty before deciding on the request. If approved then the student must approach the Examination Officer to request a REAF. The Examinations Officer will check that a remark is available for the unit requested before releasing the REAF to the student.

Once the student's request has been accepted then they must do the following:

- Complete the *Results Enquiry Application Form*
- Pay at accounts with a school stamp being attached to the form
- Collect the receipt issued from accounts to parent / student
- Return the *Results Enquiry Application Form* to the Examination Officer

The Exam and Assessment Officer will then process the remark request with board. Please note that a request for a remark is only likely to be accepted where:

- The above procedure has been followed
- The current mark is very close to the next higher grade boundary, typically 3-4 UMS points
- The current mark is not in line with the teacher's assessment of the student
- A remark may potentially result in a lower grade

In the case that a remark is requested where the student is absent from school, for example over the summer, then the decision as to whether to approve the request will be taken by the Deputy Headteacher in consultation with the relevant CC and HoF, where possible. The student will still need to complete the REAF and submit payment as above.

In the case that a request for a remark is refused then the parent/student may appeal directly to the Headteacher. The Headteacher's decision on the matter will be final. As stated in the JCG examinations procedures, only the centre is able to pursue a remark on a student's behalf, whether the student has been entered as an internal or external candidate.

## EF Academy | Transcript Policy

- All leaving students will be provided with a Transcript showing their Predicted Grades/Levels (single not split) as given on the most recent Curriculum Report. For students leaving at the end of their course this will be part of their Graduation Ceremony. For any students leaving early this will be provided by their Course Coordinator. The Transcript will be stamped with the school stamp, signed by the Course Coordinator and Headteacher, on school headed paper and dated.
- On receiving the final examination results the Student Transcript will be updated by the Course Coordinator with the actual Grade/Level achieved and each students will be sent, by the Exam office, a certified Hard Copy and pdf copy of their certified Transcript, along with a hard copy of their exam results to the forwarding address and email left by the student
- The Exam Office will collect the forwarding address and email of each student.
- A hard copy and pdf copy of Exam Certificates will also be forwarded as above once received.