






Christ The King Sixth Form College

Examination Policy

Mission Statement

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

-  Provide the highest standards of teaching and learning.
-  Expect students to show commitment to their studies and the Christian values of the College.
-  Provide equality of opportunity, with mutual respect and positive encouragement.
-  Build and further develop a partnership with parents, schools, parishes, higher education and the local community.
-  Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

Introduction

- 1.1 This policy will be applied within the context of the College Mission.
- 1.2 The policy seeks to provide clarity across both sites of the college regarding all aspects of work related to examinations. It should be read in conjunction with other college policies including the Charging Policy for Exam Fees, the Equal Opportunities Policy and the Disability Statement.
- 2 **Aims of the Policy**
 - 2.1 The policy is intended to ensure that examination systems and procedures at the college support students in being fully prepared for external examinations and that their potential for success is maximised.

3 **Preparing for examinations**

- 3.1 All students will, as part of their timetabled courses, have opportunities to practice for external examinations. The form that such practice takes will vary from subject to subject, however, advice and information on the structure, format and timing of examinations will be given to all students.
- 3.2 In order to avoid disruption to teaching and learning across the college, and to reflect the modular nature of the post 16 curriculum, formal mock examinations will not be timetabled. All practice for external examinations will take place as part of scheduled lesson times.
- 3.3 Opportunities to sit external examinations will be offered in June each year. However, by agreement with the Vice Principal (Lewisham site) or the Associate Principal (St Mary's site), departments and teams are also able to make use of January sittings each year.

4 **Examination Entry**

- 4.1 Enrolment onto a course at the college does not automatically guarantee examination entry.
- 4.2 Entry for examinations will be made subject to students meeting the required criteria. The criteria is:
 - ✚ Satisfactory progress with meeting college and academic standards as indicated through the college Performance Monitoring systems.
 - ✚ Compliance with Senior Pastoral Manager contracts that have been issued to individual students.
- 4.3 In order to enter students for examinations the College Examinations Team will use the MIS system to identify which students should be entered for each examination. Draft lists of names will then be circulated to the relevant Heads of Department/Curriculum Leaders for confirmation. Once confirmation from Heads of Department/Curriculum Leaders has been received, the Examinations Team will inform the appropriate awarding body/ies.
- 4.5 Where a Head of Department/Curriculum Leader recommends that a student should not be entered for an examination this will be discussed with the Vice Principal (Lewisham site) or the Associate Principal (St Mary's site) who will then make the final decision.
- 4.6 The final decision not to enter a student for an examination will take full account of any recommendations received from departments/curriculum teams and of the information contained in Performance Monitoring reports, college contracts and letters sent to parents.

4.7 Students who have not been entered for examination in relation to courses upon which they are enrolled will be informed of this decision in writing. Parents/guardians will be sent a copy of that communication.

4.8 The relevant Senior Pastoral Manager and the tutor will also be informed.

5 **Withdrawal from Examination Entry**

5.1 A recommendation to withdraw a student from examination entry may be made by Heads of Department to the Vice Principal (Lewisham site) or to the Associate Principal (St Mary's site), who will make the final decision.

5.2 The decision to withdraw a student from an examination will take full account of any recommendations received from departments/curriculum teams and of the information contained in Performance Monitoring Reports, college contracts and letters sent to parents.

5.3 Students who have been withdrawn from examination entry will be informed of the decision in writing. Parents/guardians will be sent a copy of the communication.

5.4 The relevant Senior Pastoral Manager, the tutor and the Examinations Team will also be informed.

6 **Re-sit Examination**

6.1 There is no automatic right to re-sit examinations. Any entry for re-sit exams will be at the discretion of the relevant Head of Department/Curriculum Leader who will take account of the following factors before reaching his/her decision:

- ✚ Performance against expected grade.

- ✚ Overall work rate and application of the student.

- ✚ Attendance and punctuality to lessons.

- ✚ Any special circumstances or factors that caused the student to under perform.

6.2 Where an entry for a re-sit examination is supported by the Head of Department/Curriculum Leader, the Examinations Team will be informed in writing or by email.

6.3 No additional provision will be made for tuition where students are entered for re-sit examinations. However, all departments/curriculum teams have discretion to use workshop time to provide support where this is appropriate.

7 Additional Learning Support and Access Arrangements

- 7.1 The College aims to meet the needs of all students, including those who have additional learning support or access requirements, in relation to examinations.
- 7.2 In line with Joint Council for Qualifications (JCQ) regulations, students requesting to use a laptop computer, scribe, reader or additional time in public examinations must provide documentary evidence in support of their request. In order to ensure that arrangements can be agreed with the relevant awarding body, such documentary evidence should be provided by students no later than 1st November in the academic year for which support is requested.
- 7.3 All documentary evidence provided by students must meet with awarding body requirements. These will vary between different awarding bodies, and students affected will be informed on an individual basis by the Head of the Additional Learning Support team of the site where they are enrolled what these are.
- Sources of documentary evidence can include, where appropriate, doctors, educational psychologists or other recognised specialists.
- 7.4 Copies of evidence provided by students in relation to any support need or additional consideration will be sent to the relevant awarding body, where appropriate, and retained on file by the Head of Additional Learning Support on the relevant college site.
- 7.5 Upon receipt of authorisation letters from awarding bodies concerning additional consideration/support, the Examinations Team will pass a copy to the Head of the Additional learning Support department on the relevant college site.

8 Examination Fees and Re-sit Fees

- 8.1 The Governing Body has agreed that the college will pay for the examination fees for the first entry on each module.
- 8.2 Where a re-sit examination entry has been agreed, the relevant exam fee will be charged to the student unless there are extenuating circumstances.
- 8.3 Extenuating circumstances include financial hardship (supported by documentary evidence and agreed by the Student Services Manager), a missed first examination due to illness or accident (supported by documentary evidence) or other situation as agreed with the Vice Principal/Associate Principal.
- 8.4 The college reserves the right to seek the recovery of any examination fee it has paid where a student has failed to attend an examination for which they have been entered.

8.5 Where an examination entry or re-sit fee is to be paid by a student, the fee must be paid into the Finance Office by the relevant due date. Failure to do so may lead to the student not being entered for the exam/s concerned.

8.6 Details of any fees due will be sent in writing to the student and to their parents/carers.

8.7 Examination fees paid will only be refunded to students where withdrawal from entry has occurred within the relevant awarding body timescales for withdrawal.

9 **Re-marks and requests for the return of Scripts**

9.1 Following the publication of the results of externally set examinations, individual students may request a re-mark. This will require the student to pay the relevant awarding body fee. If, following the re-mark, the grade awarded improves, the student will have their fee returned by the awarding body.

9.2 Departments/curriculum teams, at the discretion of the relevant Heads of Department/Curriculum Leader may pay re-mark fees on behalf of individual students.

9.3 Before any request for a re-mark is processed, the student will be informed by the relevant Head of Department/Curriculum Leader that there is a risk that the overall grade could fall. The student will need to sign a form acknowledging that they understand this.

9.4 Where a Head of Department/Curriculum Leader or a student wishes to request the return of an examination script they may do so by contacting the Examinations Team. No such request can be processed, however, without the consent of the student/s concerned. The fee will be paid by whoever made the request.

10 **Cashing-in and Declining Grades**

10.1 Lower Sixth students will automatically have their examination results cashed in at the end of the AS year.

10.2 Upper sixth students who have completed their A2 course/s will automatically have their results cashed-in unless they request, via their Head of Department/Curriculum Leader for them not to be.

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