



Examination Policy

(Including Appeals)

Updated March 2017 for the May/June 2017 exam season



The Academy's Examination Manager is responsible for the organisation of entries, examinations, dispatch of papers, correlation of results and certificates and all external returns or reports connected to the external examinations process at KS3, KS4 and 16+. International Baccalaureate (IB) entries and the correlation of results are organised by the IB coordinator. All other aspects of IB exams are managed by the Examinations Manager.

Examination Entry

Ashcroft Technology Academy is committed to providing accredited outcomes for National Curriculum subjects and other optional subjects followed as part of the Academy's Key Stage 4 and Sixth Form programmes.

On occasion, the Academy may advise a parent or carer that a particular accreditation is not appropriate; in such cases alternative accreditation may be offered.

In all the cases above, no charge will be made by Ashcroft Technology Academy for examination entry fees.

However, parents will be liable for examination entry fees in the following circumstances:

1. When a request is made for accreditation in a subject that is not a normal part of the student's Academy programme;
2. When a request is made for a different form of accreditation to that advised by the Academy;
3. When a student is entered for an examination but fails to sit it, unless the reason is acceptable to the Principal;
4. When a student wishes to resit more than one module in a subject for modular AS levels. (see module resit policy)
5. When a student who has enrolled into our sixth form wishes to resit a GCSE course. The decision about whether a student should resit a GCSE course will be made by the Examinations Manager in consultation with the Head of Sixth Form.

Examination entries are managed by the Academy's Examinations Manager based on information provided by Curriculum Managers. All enquiries should be directed to the Examinations Manager.

The Exams Manager is responsible for the delivery of examinations in line with regulations set out by the Joint Council for Qualifications.

Sixth Form Examination Entry

In the case of Sixth Form examination entries, Students have access to Academy funded external assessment providing the following general criteria are met:

1. Attendance is at least 95%
2. Students have demonstrated a positive attitude towards learning throughout their period in the sixth form:
 - Showing interest in lessons
 - Arriving punctually to lessons
 - Completing study related activities to a good standard and by set deadlines
 - Making good use of study facilities in non-contact time

3. Students have shown, through ongoing assessment, that they are on track to achieve their learning targets.

Sixth Form students who fail to meet the above criteria, pending individual circumstances, may be withdrawn from the subject, may be required to discuss their suitability to study the subject and in exceptional cases enter themselves as fee-paying private candidates.

Year 12 A-level entry

Students will be entered for public exams in all 4 AS subjects they study. Neither parents/guardians/carers nor students can make decisions regarding examination entry.

Progression to year 13

Students taking A-Levels must achieve a minimum D grade at AS level in the subjects to be taken at A2 level. This D grade must be closer to a C than a D for a student to continue studying the course. Any student with grades below this level will be withdrawn from the subject. If this reduces their curriculum to two subjects (or equivalent, where one subject is equivalent to a full A Level) they will be unable to progress to Year 13 and will be required to leave the Academy. Students taking the IB must demonstrate in their assessments that they are on track to pass the IB Diploma. Students taking BTEC should be working towards merit.

AS/A2 Module Resit Policy

Please note: resits are not possible in linear courses which are assessed at the end of year 13. Modular specifications will be withdrawn after June 2017. A final re-sit only opportunity will be available in June 2018. Students starting AS qualifications for the first time in September 2017 will be studying the new linear specifications.

Remaining modular course for 2017 exams: Mathematics, Further Mathematics, Government & Politics, Design & Technology, ICT.

A student who wishes to resit a module after considering the score in that module in the context of the other modules taken should discuss this with his/her subject teacher.

If the subject teacher agrees that the student should resit the module, it should be discussed with the Curriculum Manager, who needs to give approval for the resit. The following general criteria must be met:

1. There is open dialogue between teacher and student
2. The student can identify reasons why s/he did not achieve the desired points score in the initial examination/s
3. The student stands a good chance of an enhanced points score and is able to demonstrate this

The Curriculum Manager then makes the resit entry via the Exams Manager. The first resit is paid for by the subject area. Any further resit in that subject is paid for by the student. This applies across both the AS and A2 components of a course where appropriate.

If in the professional opinion of the subject teacher and the Curriculum Manager it is not appropriate for the student to resit a particular module, they advise the student that this is the case giving the reasons for their decision.

The Exams Manager will not make any entry other than through the Curriculum Manager.

At all stages in this process the Exams Manager keeps the Assistant Principal (Sixth Form) informed so that both have an overview of the student's resits across the curriculum and can intervene if a student attempts to take on too many resits.

GCSE Module Entry and Resit Policy

From 2012, new GCSE specifications adopted a linear structure and now integrate rules on resits and aggregation. Resitting GCSE awards involves repeating all externally assessed modules and carrying forward controlled assessment marks. Individual units can no longer be resat. Both students and staff should familiarise themselves with these rules.

The procedure for re-sits follows that established, *mutatis mutandis*, for AS/A2 resits, above.

Curriculum Managers should indicate their plans for entry on the syllabus return to the Exams Manager at the start of each academic year. The Exams Manager will keep a record of all resits to ensure no invalid claims for certification are made and that plans to complete a course with the best possible grade are carried out.

Enquiries About Examination Results

Each awarding body publishes its arrangement for appeals against its decisions. In cases of Enquiries about Results (EARs), where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. All enquiries about results must be made via the form which will be made available from results day. This form will contain all of the necessary information needed in order to request an EAR; however, the Examinations Manager will be available via email in order to advise on the suitability of EAR services in different circumstances.

The Exams Manager will publish widely all key dates and deadlines.

The Academy reserves the right to refuse an EAR in cases where the risk outweighs the possible benefit.

Internal Procedures: BTEC administration

Registrations are made by the Exams Manager. Information on students is collected from Lead Verifiers ahead of the Awarding Body deadlines and checked with the school's MIS for any omissions or errors. Preliminary lists are compiled and checked by the Lead Verifiers and the registrations sent by EDI to the Awarding Body. In the absence of the Exams Manager the responsibility falls to the Exams and Cover Administrator.

Certifications are made by the relevant Lead Verifier. It is the responsibility of the Exams Manager to ensure that access is arranged to the Awarding Body secure websites and any help or guidance is provided in good time. Statements of Results are printed from the secure website by the Exams Manager and forwarded to the Lead Verifier. The Exams Manager will arrange sample checks of BTEC certificates by the lead verifier and notify the awarding body of any discrepancies.

Students will be notified by letter or email when certificates are available for collection.

The Exams Manager will publish widely all key dates and deadlines.

Coursework & Controlled Assessments

Internal Appeals Procedures

Right to Appeal

All students have a right to appeal against coursework or controlled assessments marks submitted by subject teachers.

As a matter of course students are expected to discuss their work with their subject teachers, both on a day-to-day basis and on regular formal occasions. It is anticipated that negotiated agreement on these occasions will resolve any areas of concern without the need for a formal appeal.

Grounds for Appeal

In the event of their concerns not being resolved in discussions with their subject teachers, students can appeal on the following grounds:

1. When a student feels that evidence of achievement has not been considered in making an assessment decision.
2. When authorised absences, such as illness, or other commitments, have prevented a student from completing work.

Process of Appeal

1 Preliminary Stage

A student discusses the concern with the subject tutor making the assessment decision. If the matter cannot be resolved, there will be automatic referral to Stage Two.

2 Stage Two

The Curriculum Manager for the subject will discuss a student's concerns with the student and the subject teacher concerned and will make a judgement. If the student does not accept that judgement the appeal will be automatically referred to Stage Three.

3 Stage Three

The Deputy Principal for the curriculum area will discuss the concern with the student, the subject teacher and the Curriculum Manager concerned and if no satisfactory conclusion emerges the appeal will be referred to the Examinations Manager.

4 Stage Four

An Appeal Meeting will be convened and chaired by the Examinations Manager to which the parents of the student and the Deputy Principal will be invited. The case will be reviewed. The decision of the Principal will be communicated in writing to the student and parent and is final. For ECDL examination appeals the British Computer Society (BCS) will have the final say.

Retention of Coursework

All coursework and BTEC portfolios will be retained in the Academy for three years from the completion of the course.

See also:

- Sixth Form Examination Policy (of which the main points are incorporated here)
- Controlled Assessment Policy
- Coursework Policy

Retention of Certificates

The Academy is not required to store uncollected certificates for more than one academic year. However, we will endeavour to keep certificates stored for up to 4 years and return them to candidates upon request. All requests must be made in writing to the Examinations Manger via the examinations email address.

All enquiries regarding the reprinting or reissue of examinations certificates must be directed the correct examination board themselves.

Examinations and disability

In accordance with the Equality Act 2010, the Academy endeavours to provide support for all candidates who have a disability or learning difficulty to ensure that they have full and unimpeded access to their course of study and examinations.

The centre will ensure that all candidates with disabilities or learning difficulties will be assessed for their needs prior to sitting exams or controlled assessment units. This will be done by an appropriately qualified assessor as appointed by the Principal.

The examinations manager and SENCO will assist the awarding bodies in the discharge of their duties to make reasonable adjustments by requesting access arrangement, where requires, and effectively implementing those who are approved.

Please refer to the Academy wide *Equality and Diversity Policy* for further information