



Examination Policy

(including Appeals)

Updated January 2011



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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 a module for the second time

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

The Exams Officer 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 90%
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Sixth Form students who fail to meet the above criteria, pending individual circumstances, may be withdrawn from the subject, may be required to discuss their suitability to study the subject and in exceptional cases enter themselves as fee-paying private candidates.

Continuation on courses after results of January modules

To safeguard the future of our students, should some Year 12 students achieve u/e equivalent grades in their January module examinations, they will more than likely 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.

Progression to year 13

Students taking A levels must achieve minimum grade D at AS level in the subjects to be taken at A2 level. 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

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 Officer. 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.

If the student does not accept this decision the Curriculum Manager informs the Deputy Principal and writes to the parents giving the reasons for this decision and advising against a resit.

If the parents still want their child to resit, request this in writing and agree to pay the resit fee, the Curriculum Manager makes the resit entry via the Exams Officer once the fee has been paid.

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

At all stages in this process the Exams Officer 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.

A student who chooses to leave the Academy will be entitled, resources allowing and at the discretion of the Exams Officer, to enter examinations as a private fee paying candidate for no longer than 1 year after departure. The Academy reserves the right to apply suitable charges for invigilation for private entries in particular where the candidate is the sole entrant.

GCSE Module Entry and Resit Policy

From 2009, new GCSE specifications (2010 for English, Maths and ICT; 2011 for Science) adopt a modular structure and integrate rules on resits and aggregation. 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 Officer at the start of each academic year. The Exams Officer 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, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Enquiries about results should be made in writing to the Exams Officer before awarding body set deadlines.

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

Internal Procedures: BTEC administration

Registrations are made by the Exams Officer. 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 Officer the responsibility falls to the Exams and Cover Administrator.

Certifications are made by the relevant Lead Verifier. It is the responsibility of the Exams Officer 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 Officer and forwarded to the Lead Verifier.

The Exams Officer 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 Officer.

4 Stage Four

An Appeal Meeting will be convened and chaired by the Examinations Officer 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