



# **Isca Academy**

## **Examinations Policy**

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## Aim

To ensure that each individual pupil has every just opportunity to be entered for appropriate examinations during his/her education at Isca, thus ensuring that he/she might realise his/her potential, and receive evidence of attainment in each subject studied.

## Objectives

- To provide clear guidance on the procedures to be adopted by the school.
- To avoid any misunderstanding regarding the basis upon which a pupil may or may not be entered for examination.
- To ensure that the expenditure on examination entries from the school budget is allocated according to guidelines acceptable to the Governors.

## Guidelines

1. That a member of the Leadership Group has responsibility for the oversight of the implementation of this policy and its periodic review.
2. That pupils must have completed **non-exam assessment and controlled assessment**, where appropriate, to the satisfaction of their subject teacher prior to formal entry to any external examination. Pupils can be withdrawn from an examination after the final entry date if they have not completed coursework. The withdrawal fee should then be paid by the parents of the pupil.
3. That the level of entry for a pupil in any given subject is the professional responsibility of the department, informing both parents and pupils at the earliest convenience.
4. That the choice of board or examination in any given subject is the professional responsibility of the department. Should a parent express a wish for their son/daughter to take an additional examination they would have to undertake payment prior to entry.
5. That parents must be given opportunity to be consulted regarding entries for their son/daughter in any external examinations.
6. That a final decision on the nature of entry for examination will be made based on the most recent relevant data available and a non-entry would be avoided if at all possible. Non-entry should only follow due consideration and discussion in school and parents must be notified as soon as possible.
7. That the school will always take appropriate action to ensure that a pupil will receive any special consideration or access arrangements which the examination board allows, should the pupil merit such consideration.
8. That the Parent or Guardian of any pupil who fails to attend for an examination without good reason, will be required to pay the appropriate entry fee.
9. **The school will review all student grades and if in their professional judgement an appeal is justified the school will pay the cost once securing the permission of the student.** Any student considering a **review(***where the school has not deemed it necessary***)** must be aware that they must meet any financial costs incurred. If the initial GCSE grade is found to be incorrect and the grade is increased than any monies paid will be refunded

## Early entry

This is defined as entry in to an examination/qualification at any point before the end of year 11. In accordance with changing legislation (2013) decisions about exam entry will be based entirely on student progress and attainment irrelevant of any performance measures/league tables. Team leaders will be free to make decisions regarding early entry but will need approval from relevant super-faculty line-manager. Guiding principles:

- School leaders are motivated by their commitment to 'making a positive difference' and therefore to young people's success. This commitment and the strategies that 'mobilize many people to tackle tough problems, [...] be held accountable and [...] be ultimately assessed' are what Michael Fullan (2001, 20) refers to as the 'moral purpose' of leadership.

- Decisions about the date of entry for GCSE are made in the best interests of the individual candidate.
- Early entry is seen as a strategy that increases the number of pupils who gain C+ grades in GCSE mathematics and English.
- Early entry offers the opportunity to experience a real GCSE examination and, for the majority of candidates, a highly motivating taste of success.
- In some cases, home background factors indicate that early entry is the best way for an individual to secure a GCSE certificate.
- No pupil is prevented from re-sitting if s/he wishes to improve on the early entry grade.
- Because success at GCSE in 5 subjects including English and mathematics is so important for future progression, school leaders successfully invest in numerous interventions that will promote attainment.
- The fact that English and maths are important indicators in the DFE pupil performance table is of course important, but it is a lesser priority than the consideration of pupils' best interests.

**Reviews of marking - centre assessed marks  
(GCSE controlled assessments,  
GCSE non-examination assessments)**

**Isca Academy is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.**

**Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Isca Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.**

- 1. Isca Academy will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.**
- 2. Isca Academy will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.**
- 3. Isca Academy will, having received a request for copies of materials, promptly make them available to the candidate.**
- 4. Isca Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.**
- 5. Requests for reviews of marking must be made in writing.**
- 6. Isca Academy will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.**
- 7. Isca Academy will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.**
- 8. Isca Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.**

9. **The candidate will be informed in writing of the outcome of the review of the centre's marking.**
  
10. **The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.**

**After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Isca Academy and is not covered by this procedure.**