



# ST GREGORY'S CATHOLIC COMPREHENSIVE SCHOOL

## EXAMINATION POLICY

### **Background.**

The new examination inspection regime, under the auspices of the Joint Council for Qualifications, requires that schools have procedures in place to cover the myriad of eventualities, from the standard to the exceptional, that pertain to the arrangement, conduct and results of examinations.

### **Preamble.**

All actions, applications, entries, requests, et al shall be undertaken in accordance with instructions, regulations and guidance issued by the relevant Councils, Agencies, Examination Boards or other appropriate bodies, and the policies and procedures of the Governors of the School.

**Entry:** The Exam Office will make all necessary arrangements for Students to be entered for examinations.

**Entry Fees:** The Exam Office will collect entry fees from Students who are entered to sit an examination. This charge may be waived at the sole discretion of the Headteacher.

**Conduct of Examinations:** The Exam Office will make all necessary arrangements to conduct examinations. The Exam Secretary will be responsible for ensuring that all procedures and regulations are correctly followed.

**Access Arrangements: A.** The "Centre Delegated Authority" as mentioned in the JCQ Regulations and Guidance Relating to Candidates who are Eligible for Adjustments in Examinations, from time to time issued by the Joint Council for Qualifications, is vested in the Headteacher or a delegated person (e.g. Additional Educational Needs Co-ordinator). The Exam Office will work with the AEN team to ensure that all Candidates are granted Centre Delegated Access Arrangements as appropriate. In case of dispute, the Headteacher shall adjudicate at his/her sole discretion.

**B.** The Exam Office will work with the AEN team to ensure that other Access Arrangements are applied for on behalf of Candidates, as appropriate.

**Special Consideration:** Applications for Special Consideration will be processed by the Exam Office.

**Enquiries about Results – A. Remarking.** Applications for the remarking of exam papers will be made on behalf of Candidates by the Exam Office. Candidates will be required to pay the requisite fee, which will be returned in the event of the remark resulting in a change of grade. The final decision to request a remark will remain with the Candidate. Subject leaders may request remoderation of coursework at their department's expense after consultation with the Headteacher, and cognisant of the

implications regarding provisionally awarded grades and the need for candidates' agreement.

**B. Access to Scripts.** Requests for the return of exam scripts will be made to the Exam Office by Candidates or Subject leaders, at the Candidate's or the department's cost respectively. The Exam Office will process such requests.

**Coursework: A. Marking.** Subject leaders will be responsible for the proper marking of coursework and the timely submission of those marks to the Exam Office, for onward submission to relevant Boards.

**B. Despatch for Moderation.** Coursework to be moderated will be packaged and despatched by departments in conjunction with the Exam Office.

**C. Dispute over Coursework Marks.** A Candidate may request that the mark for a piece of coursework is reconsidered by making written request to the Subject leader setting out exactly the grounds for making such a request. The Subject leader shall discuss that request with the Senior Leadership Team, and if deemed appropriate shall arrange for the work to be remarked by another (and where possible more experienced) teacher. In the event of further dispute the Curriculum Complaints Procedure can be invoked. In the event that the candidate's work is called for moderation, the moderator's marking will take precedence.

The JCQ model will be used to supplement the Examination Procedure for this summer examination season.

#### **Linked Policies and Procedures.**

Curriculum Policy  
Curriculum Complaints Procedure.  
St Gregory's Examinations Procedure  
Staff Responsibilities – GCSE Controlled Assessment  
Controlled assessment – Risk Management Process

**Reviewed by T & L Committee: April 2011**  
**Approved by Full Governing Body:**