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## CURRICULUM

### EXAMINATION ENTRY POLICY

Reviewed and updated by the Leadership Team May 2008

Next Review due: as required

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#### **Preface**

One of Paignton's main aims is to enable all members of the College to achieve their full potential by encouraging the highest possible standards of endeavour.

#### **Policy**

1. The College will endeavour to ensure that all courses in Key Stages 4 and 5 lead to appropriate examinations e.g. G.C.S.E. – G.N.V.Q. – ECDL – A – A/S.
2. When enrolling students on courses, especially at Key Stage 5, staff will use all available assessment information, internal and external, to ensure that students are enrolled on appropriate courses. This information will include – C.A.T.s – S.A.T.s – ALIS.
3. Throughout all courses staff at the College will undertake continual review and assessment of individual student progress. If a student is not achieving the appropriate standard, parents will be informed at the earliest possible opportunity. This will either be at a parent's evening or by using the appropriate standard letter.
4. All pupils will be encouraged to enter appropriate and relevant examinations at the highest possible level / tier.
5. It is expected that all students completing a course will be entered for the final assessment. Before taking the unusual step of not entering a student the College's internal assessment procedure should have provided early warning and parents must have been informed, in writing, at the earliest possible stage that non-entry was under consideration.

#### **Public Examinations**

1. Examination procedure, as stated in Examination Board Handbooks will be followed.
2. The Examination Officers are responsible for the allocation of exam rooms ensuring the best possible examination environment and the least possible disruption to the school day.
3. External, qualified invigilators will be used on occasions to avoid lesson disruption and to promote continuity.
4. All candidates will remain in the examination room until the end of the examination, unless all candidates have completed their papers/ on-line tests.
5. The Head of Faculty or their representative will be present at the start of examinations to check instructions, and deal with any subject related problems.

6. Absentees will be contacted by telephone shortly after the commencement of the examinations. Late arrival, up to 30 minutes is permitted, or longer in unavoidable circumstances, at the Examination Officers discretion.
7. Candidates who have confirmed their entry to an exam and are absent on the day of the exam will be liable for entry fees.
8. Examination re-sits will be paid for by the candidates.

The College also undertakes to:

- a) administer and to conduct examinations in accordance with the regulations and with such other instructions as Examination Board may issue from time to time;
- b) appoint an Examinations Officer to act on behalf of the Centre in matters relating to all examinations; the Head of Centre may also be the Examinations Officer;
- c) make arrangements to receive and to issue to staff, as appropriate, all circulars, notices, statements, instructions and regulations, syllabuses and support materials, mark sheets, information and advice, and other materials from time to time supplied by Examination Boards.
- d) issue to each candidate entered through the Centre: a statement of the candidate's examination entry; the dates and times of his/her examinations; a statement of the candidate's provisional results; the certificate issued by the Examination Board. Notice to candidates which relate to the GCSE/GCE/ECDL examinations, and to bring to the attention of candidates, including any private or transferred candidates accepted by the Centre, any other instructions or advice to candidates supplied and relevant to the candidate's examinations.
- e) submit to Examination Board in accordance with the instructions given when the information is requested, registrations for modular and unitary schemes, details of the Centre's provisional and actual entries, marks for internally-assessed components, forecast grades and any other information that Boards may reasonably require in relation to its examinations.
- f) make arrangements to receive and to keep examination material secure at all times; maintain the security of question papers from their receipt to the time when they are no longer confidential and keep scripts secure from the time they are collected from the candidates to their dispatch to the Boards Examiners.
- g) ensure that candidates' coursework is produced, and where appropriate, marked internally moderated and dispatched accordingly to the instructions issued by the Examination Board.
- h) ensure the identity of examiner/moderators remains confidential to the Centre and is not disclosed to candidates or any third party;
- i) make any applications for special arrangements and special consideration in accordance with the regulations and guidance;
- j) submit and process any result enquiry and appeal in accordance with the appropriate regulations.
- k) submit any applications for changes to the timetable or examination venue in accordance with the regulations.

- l) ensure that all candidates in each examination, including private and transferred candidates, are identified;
- m) report any established, suspected or alleged case of dishonesty or malpractice by a candidate or of malpractice or maladministration by a member of staff discovered by the Centre, to assist any investigation which ensures from that or from any malpractice suspected by the Boards and provide such information and advice as the Boards may reasonably require.
- n) facilitate any inspection of the Centre by Examination Board.
- o) remit examination fees in the manner and the time specified by the Boards.
- p) retain all unclaimed certificates under secure conditions for two years from the date of issue and after this date certificates will be destroyed.