

# School Policy on Examinations & Appeals

## 1. Public Examinations

- 1.1. The majority of GCSE examinations and 'A' Levels are taken in the Summer Term of Years 11 and 13 respectively, Re-sit papers for GCSE Mathematics and English are available in November, or they may be taken at the end of Year 12. Re-sit candidates are required to pay their own fees.
- 1.2. Candidates eligible for access arrangements through Specific Learning difficulties must provide medical evidence in good time. A statement from an Educational Psychologist should reach the School by 1st October in the year of the exam. The statement should be dated not earlier than 18 months before the date of the examination.
- 1.3. In addition to conforming to the published regulations of the Examinations Boards, all candidates entered for public examinations are required by the School to work the full length of every paper for which they are entered.
- 1.4. Results of public examinations are published in late August for the Summer Examinations and at other times of the year as appropriate. Examination certificates will be sent to candidates who have left school as soon as possible after receipt by the school.
- 1.5. There is an annual inspection by the Joint Council for Qualifications (JCQ).

## 2. Study Leave

For those students who have decided to remain in school over the study leave period:

- 2.1. Normal school uniform should be worn around School.
- 2.2. Unless otherwise directed by staff serious study should take place in study bedrooms, or study areas.
- 2.3. All organised prep sessions should be attended.
- 2.4. All assemblies should be attended excepting that students may choose not to attend on the morning of an examination.
- 2.5. All meals should be attended including breakfast.
- 2.6. Normal House routine will remain and the normal lights out will apply (unless specific House changes are in place).
- 2.7. Normal exeat will apply and no student may leave the School's grounds before the end of afternoon school without an exeat.
- 2.8. Sixth Form students may go into lunch early as usual, but Year 11 must wait until the appointed time.

### **3. Examinations Appeals – Appeals Against Internal Assessment of Work for External Qualifications**

- 3.1. Old Swinford Hospital is committed to ensuring that whenever their staffs assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.
- 3.2. If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.
- 3.3. The existence of this procedure is made known to students.
- 3.4. This procedure is available from the School Office and is sent to all students in the Examination Guidance Booklet.
  - 3.4.1. Appeals should be made as soon as possible, and must be at least one week before the end of the last externally assessed paper in the examinations series. (So the appeal must be made before a date in mid-June for the summer series as presently timetabled.)
  - 3.4.2. Appeals should be made in writing to the Second Deputy who will investigate the appeal. If the Second Deputy was directly involved in the assessment in question, the Headmaster will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise, if the Second Deputy is not able to conduct the investigation for some other reason.
  - 3.4.3. The Second Deputy or other member of staff appointed will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the series. (Currently the end of June for the summer series.)
  - 3.4.4. Students will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of work, and any changes made to improve matters in future.
  - 3.4.5. The outcome of the appeal will be made known to the Headmaster, and will be logged as a complaint under the complaints procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
- 3.5. After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the School and is not covered by this procedure. Students with any concerns about it should ask the Examination Officer for a copy of the JCQ appeal process. All appeals must be made in writing to the Head of the Centre.