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.

1.2. Candidates eligible for access arrangements through Specific Learning difficulties or other known medical conditions likely to impact upon exam performance must provide medical evidence in good time. Any supporting documentation from medical professionals must reach the School by 1st October in the year of the exam at the latest.

1.3. In addition to conforming to the published regulations of the Examinations Boards, all candidates entered for public examinations at OSH are required by the School to agree to the school's examination code of conduct.

1.4. Results of public examinations are published in late August for the Summer Examinations and at other times of the year as appropriate. On results days, results are available remotely via the School's Edulink platform, or via in person collection from the school library. Examination certificates will be sent to candidates who have left school as soon as possible after receipt by the school.

1.5. As OSH is authorised to operate as exam centre by JCQ (the Joint Council for Qualifications), the school will be required to undertake an annual compliance check at some point within the examination window (the date for which is decided by JCQ).

2. Study Leave

The School strongly recommends that students remain within school during the study leave period to support their preparation for examinations. The following expectations apply during the study leave period:

- Normal school uniform should be worn around School.
- Unless otherwise directed by staff, students should follow their usual school timetable, where a teaching member of staff will be on hand, and a suitable study space provided..
- All meals should be attended including breakfast.
- Normal House routine will remain and the normal lights out will apply (unless specific House changes are in place).
- Normal exeats will apply and no student may leave the School's grounds before the end of afternoon school without an exeat.
- The School will publish detailed guidance to parents and students in good time prior to examinations commencing.

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

3.1. Old Swinford Hospital is committed to ensuring that work for external qualification 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 teaching group may be shared between two or more colleagues, consistency should be assured by internal moderation and standardisation.

3.2. If a student feels that any of the above 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.

- 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 examination series. (So, the appeal must be made before a date in mid-June for the summer series as presently timetabled.)
- Appeals should be made in writing to the Assistant Head: Quality of Teaching & Learning (lower school)/Head of Sixth Form (Sixth Form) who will investigate the appeal. If the Assistant Head: Quality of Teaching & Learning/Head of Sixth Form 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 Assistant Head: Quality of Teaching & Learning/Head of Sixth Form is not able to conduct the investigation for some other reason.
- The Assistant Head: Quality of Teaching & Learning/Head of Sixth Form 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.)
- 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.
- 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. It is important that the following points are noted and understood by students and parents:

- All teacher awarded marks/grades are provisional until the point that results are published on results day.
- Exam board moderation and standardisation 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 the School's procedure 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 (see 3.1-3.4 above).