



EXTERNAL EXAMINATION ENTRY AND ACCESS POLICY

"What does a man gain for the efforts that he makes?". (Ecclesiastes 3:9)

1. Principles of the Policy

External examinations are a measure by which pupils express their achievement within School against national standards and criteria. It is the School's responsibility to ensure the implementation of the examination process enables all pupils to show such achievement.

2. Definitions

- External examinations – public examinations provided by examination boards regulated by Ofqual
- Access arrangements – system of providing additional support for pupils where required during both internal and external examinations. See additional guidance
- Controlled assessments – system of coursework which is part of many specifications; completed and marked internally with external moderation

3. Aims

- To support students in the preparation and execution of external examinations.

4. Implementation

The Examinations Officer will manage the administration of external examinations, liaising with all appropriate staff as required. Subject Leaders will inform the Examinations Officer for entries to external examinations by published deadlines. Changes to entries after such deadlines will lead to the cost being passed on to the subject concerned. No changes to entries (including changes to tiered papers) will be allowed after Easter of the year of the exam. Private examination entries will be charged £50 for administration of the examination as well as the cost of the entries. The Director of Inclusion will ensure access arrangements are in order. Examination results will be issued on the appropriate dates, as published nationally by Ofqual. See additional guidance.

5. Roles and Responsibilities of Staff

The Headteacher is responsible for the School as an accredited examination centre. The Examinations Officer will manage the administration of external examinations and results. See additional guidance. Subject Leaders will ensure entries are made and correct, in line with the requirements of the specification; this includes meeting all requirements for coursework, examined performance and controlled assessments. Learning Leaders will ensure pupils are supported to enable them to complete their examinations as required. The Deputy Headteacher will monitor procedures for external examinations.

6. Monitoring, Evaluation And Review

The Governing Body will review this policy every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

7. Availability

This policy will be available on the school website and upon request through the Headteacher's Secretary.

Person Responsible:	<i>Deputy Headteacher</i>
Reviewed by:	<i>Governors' Curriculum Committee</i>
Last Review Academic Year:	<i>2013 - 2014</i>
Next Review Academic Year:	<i>2016 - 2017</i>