

Examinations Policy

Document Detail	
Category:	<i>Employee Related / Student Related</i>
Authorised By:	<i>Local Governing Board</i>
Sponsor:	<i>Kate Finch, Headteacher</i>
Author:	<i>Martin Higgon/Roxanne Bedingfield</i>
Version:	04
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Next Review Date:	March 2023

Ownership and Control

History

Version	Author	Dated	Status	Details
01	KF	February 2018	Approved	Approved by LGB 31 January 2018
02	MHI	February 2019	Approved	Approved by LGB 14 March 2019
02	MHI	March 2020	Approved	Approved by LGC 12 March 2020
03	MHI	March 2021	Approved	Approved by LGC 13 May 2021
04	MHI/RBE	March 2022	Approved	Approved by LGC 24th March 2022

Intended Audience

Intended Audience	Intended Method of Distribution
Students, Parents/Carers/Staff	Website, Sharepoint Drive

AMENDMENT TRACKER

Name of reviewer: Martin Higgon/Roxanne Bedingfield (Exams Officer)

Date of review: March 2022

Summary of all changes being proposed in this policy review: None

Government policy changes affecting exams due to Covid-19 are being responded to by the Senior Leadership Team in liaison with the Sigma Trust as necessary in the best interests of the HDHS students.

The School has a policy of entering all students for public examinations and BTEC qualifications on the basis that they meet the following criteria:

- Coursework requirements have been met
- The student has attended school regularly
- No mobile phones, electronic devices or watches in the exam venue
- The student has their school ID card for all exams
- Correct equipment brought to exams

If the above criteria are not met it can jeopardise the timely receipt of results.

For GCSE and A Level studies, depending on attendance, students will be interviewed in January, prior to making exam entries. Approximately one month in advance of the examinations season, students will receive Statements of Entry, a timetable and other relevant information.

Initial entries will be paid for by the School. However, parents/students may need to meet the cost of any re-takes prior to entries being made.

The School prides itself on the support it gives to individual students, before and during examinations. Where necessary, the school will liaise with the examination boards to support students and in particular, should it be necessary, seek Special Consideration where students are disadvantaged due to circumstances beyond their control. The School will decide the level of entry for students. If parents wish to make an appeal against the advice of the Head of Subject, fees incurred will be collected prior to the examination entries/amendments being made.

Reasonable adjustments will be made to the seating plan for exam in light of a diagnosed condition.

For more detailed information please refer to the following policies:

- Exam contingency policy
- Internal appeals procedure
- Disability policy (exams)
- Use of word processor in examinations policy
- Data protection policy
- Child protection/safeguarding policy