



## Public Examination Entry Policy

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## ETHICAL LEADERSHIP

1. Thomas Tallis School Plan 2020-23 has five aims.

1	A powerful curriculum
2	The best teachers
3	Great learning and progress
4	Excellent personal development
5	A model for a better world

As part of aim 5 Thomas Tallis School has adopted the *Framework for Ethical Leadership in Education*. This means that we try to behave in a principled and correct manner in everything we do. Schools and colleges serve children and young people and help them grow into fulfilled and valued citizens. As role models for the young, how we behave as leaders is as important as what we do. We therefore behave with **selflessness, integrity, objectivity, accountability, openness, honesty and leadership**. We demonstrate **trust, wisdom, kindness, justice, service, courage and optimism**.

## 1. Centre Statement

Entry for external examinations represents a culmination of studies, for students, and it is important that all students are offered a chance to sit an exam in the subjects they have studied.

All students are entitled to an exam entry, paid for by the school, in each subject/course for which they are prepared through timetabled lessons.

## 2. Objectives:

- To provide as efficient a service as possible in terms of contact with examination boards, examination entries, and providing relevant information to candidates.
- To issue results and provide support for both staff and students, with post examination enquiries.
- To ensure that students are prepared as well as possible to sit external exams.
- To ensure that students and parents are made aware of the school's expectations with regards to entry for external examinations.

## 3. General Criteria for Entry

- If a student has followed a course of study leading to an examination, the examination entry will normally follow.
- For less able students, they will be entered for all exams where they are expected to achieve a basic pass (e.g. a grade 1 at GCSE or E at A2 level). If this is not the case, there should be a discussion between the student, Head of Year, a member of SLT and possibly the school SENCO where relevant to establish the needs of the student and possibly not enter the student for a particular subject, in order to concentrate on their other subjects.
- Where attendance for the course is an issue and below the school's threshold, meaning the student has missed too much content, the student will not normally be entered unless there are special circumstances.
- If a student is not going to be entered for an exam, confirmation of how the school arrived at their decision should be relayed to both the student and their parent's/carer/guardian by either the Year Head or a member of SLT.

## 4. Entry Procedure

Exams covered by the school:	GCSE, A2 Level, BTEC Levels 1, 2 & 3
Exam boards used:	AQA, Edexcel/Pearson, OCR and WJEC
Exam Series:	Autumn – GCSE English and Maths re-take students who did not achieve a 4 or above in either subject November – BTEC registrations are made Winter – BTEC Modular entries are sat Summer – The main exam series where all levels and subjects are covered, including Heritage Languages where available.

Before each exam series entry deadline, the examinations officer will contact each department and request entries giving a deadline for returns, which must be adhered to. The examinations officer will then collate entries from each subject area and ensure all entries are made and that exam board deadlines are met.

Students will be issued with a Statement of Entry detailing all the examinations they are expected to take and when the exams will take place. It is the responsibility of the student to check the sheet carefully to ensure that all the information contained in it is correct. The student must inform the examinations officer immediately of any inaccuracies as the details on the Statement of Entry are the details that will be reflected on all documentation from the exam boards, including final certificates.

## **5. Amendments & Withdrawals**

Amendments and withdrawals can be made at any time, however there is a cost involved in this service from the exam boards, so it is vital that these are kept to a minimum by ensuring that the initial entry submissions are correct.

Any withdrawals from a subject must be made, in writing, by the Head of Year or a member of SLT.

If a candidate wishes to withdraw voluntarily from an examination, a letter from parents is required. There will then be a discussion between the subject teacher, Head of Year and SLT before a final decision is made. Once the decision to withdraw has been made, the Head of Year must inform the examinations officer so that the withdrawal can be made.

## **6. Post results/Reviews**

There are a number of different services available:

- Clerical re-check (service 1)
- Review of marking (service 2)
- Priority review of marking (P2)
- Moderation review (service 3)
- Priority copy of marked paper (access to scripts)
- Original marked paper (access to scripts)

These services can be extremely expensive and hence our internal processes will be reviewed in readiness for Summer 2023.

Head of Department must be sure that the service requested is a reasonable one. This will then need to be signed off by a member of SLT. The relevant form must be completed.

In cases where a review of marking is requested, the student must be made aware that their mark, and therefore their grade, can go down as well as up.

The student MUST sign a consent form for all these services, as an application cannot be made without one.

## **7. Heritage Languages**

Students are encouraged to take an examination in their home language, where one is available (not all languages are covered). The examinations officer will collate interest in this at the beginning of each school year, from students in Year 10 and above.

Whilst the school will support students in their endeavours to sit these exams, as the school does not teach these languages, it is the student's responsibility to ensure they are fully prepared to sit the exams and have completed all the preparation work required to fulfil the demands of the final exam.

## **8. Fees Structure**

Any actions which could incur fees, such as late tier changes, withdrawals and late entries should be kept to a minimum and only carried out under special circumstances, which have been agreed by SLT.

### *1. Retakes*

It has been past and present practice for the school to pay for any retakes

### *2. Post Results Services*

It has been past and present practice for the school to pay for any post results services.

### *3. Non-Attendees*

Unless a student has a valid reason for missing an exam, the school reserves the right to charge any student who does not turn up for an examination, for which they have been entered, the full cost of the exam plus an administration fee.