



# **Examinations Procedure**

---

## **Contents**

Purpose .....	1
General Principles.....	1
Decisions Relating to Tiers of Entry .....	1
Decisions relating to non-entry for a particular subject .....	2
Coursework.....	2
Plagiarism .....	2
Decisions relating to withdrawal of an entry for a particular subject.....	2
GCSE Retakes in English and Mathematics .....	3
AS/A2 “Retakes” .....	3
Record of Examinations .....	3
Additional Entries .....	3
Policy for students missing one or more components of an examination.....	4

## **Purpose**

To provide a common framework to ensure that all students achieve qualifications commensurate with their ability.

## **General Principles**

Students have an entitlement to be entered for examination at an appropriate level for all certified courses that they study at Beaumont or our consortium partners provided that the student has the possibility of achieving a grade.

## **Decisions Relating to Tiers of Entry**

Where Tiers of Entry are applicable, the head of subject is responsible for deciding the tier of entry for each student, taking into account the student’s current performance (especially in rehearsal examinations), previous performance, and any other factors affecting the student’s chances such as health and personal targets. Students and parents should be informed of this decision in good time, often through a parents’ evening but at the latest one week before the provisional entry is made. Parents and students have the responsibility to check and confirm the examination entries.

The head of subject must ensure that the chances of a student “failing through the system,” resulting in no grade being awarded, are negligible. In certain cases, this will be a difficult judgement; a student might have a better chance of obtaining a certain grade or level by being entered at the lower tier, sacrificing some flexibility about future progress in the subject.

In cases where there is a disagreement between school and parent or student over the decision, the head of subject will consult the head of year before attempting to reach agreement with the parent through informal discussions. If this is unsuccessful, or if there are several subjects in dispute, then the matter will be referred to the headteacher and dealt with under the school’s general complaint procedures.

## Examinations Procedure

---

### Decisions relating to non-entry for a particular subject

A decision not to enter a student for a public examination at any level will be taken only when it would be a complete misuse of public funds to do so. The most common reason for this would be a student defaulting on an element of coursework so that it is already **certain that a grade could not be awarded** under the rules of the examination.

### Coursework

Whilst it is the pupil's responsibility to produce coursework within the given deadline it will be the Head of Subject's responsibility to ensure that all students submit some aspect of the coursework. No student should be allowed to avoid submission of coursework unless it is due to exceptional circumstances (eg. long term illness, placement at college).

The expectation is that the department has set clearly structured tasks and interim deadlines and given the guidance and support that is essential for all students to achieve their best.

In all cases of anticipated coursework non-submission, parents must be informed, and their support sought, at an early stage.

The head of subject should consult the designated deputy headteacher or assistant headteacher and the head of year before sending written notification of the possibility of withdrawal to the parent. The head of subject will also inform the deputy head (curriculum) by copying the letter. Disagreements between the school and student or parents will be dealt with as described above.

### Plagiarism

If a student is suspected of plagiarism the head of subject must consult the designated deputy headteacher or assistant headteacher immediately. If the offence has been discovered before the coursework has been submitted to the examinations board the student should expect to forfeit the marks for that element of the examination. The student will not be allowed to resubmit. If the plagiarism is from one student to another, this action will apply to both the student copying and the student who loaned their work.

In all cases the headteacher will make the final decision.

In cases where the coursework has already been submitted to the Examination Awarding Body, it will be for the Board to decide the penalty.

### Decisions relating to withdrawal of an entry for a particular subject

The decision to withdraw a student from an examination will only be taken in consultation with the designated deputy headteacher or assistant headteacher.

The parent would have had prior written warning and the head of year would have been made aware. In such cases, the school will seek reimbursement of the examination entry fees from the family concerned.

## Examinations Procedure

---

### GCSE Retakes in English and Mathematics

These are available to any student achieving grade D in the preceding summer. Candidates with a prior grade E may be accepted at the discretion of the staff delivering the course.

### AS/A2 “Retakes”

Retakes in AS/A2 subjects are limited to a maximum of four resit modules in any one examination period. A “Re-Sit Request Form” must be completed by the student for each subject module they wish to retake. A scale of charges, linked to specific deadlines, will apply.

### Record of Examinations

The school is obliged by law to record and publish the results of any examinations taken by the student, and parents cannot ask for a subject taken outside school to be omitted from the school’s prospectus and annual report. The school will, however, indicate which results have been obtained through courses taught elsewhere. (This situation might arise for a subject taken at an evening class, for example). Parents should inform the school in writing where such examinations are to be taken.

### Additional Entries

The school will view sympathetically requests for examination entry into subjects not taught by the school but for which there is a likelihood of success without tuition. This most often arises in foreign languages where a parent might seek an entry in a language spoken either at home or in a student’s previous school in a different country. The school will attempt to provide facilities for the oral and aural components of such examinations wherever resources permit.

Note: the general principles relating to the costs of such courses and their examinations are covered in a separate policy statement – “Payment of Course Fees to other institutions”  
In all cases the headteacher reserves the right to make final decisions relating to all aspects of external examinations including submissions for appeals.

## **Examinations Procedure**

---

### **Policy for students missing one or more components of an examination**

- 1) If the component is missed due to illness, injury or trauma then the entry will stand and the school will apply the normal procedures requesting special consideration. Parents will be expected to provide medical documentation in support of the request for an 'aegrotat' award.
- 2) If several components are missed due to illness, injury or trauma such that the examination board cannot give an 'aegrotat' award, then the school will respect the wishes of the parent and the student, who can choose whether to have the entry withdrawn or receive a lower grade. The school would provide a revised estimated grade to help the family reach a decision.
- 3) If a student misses an examination component due to accidental reasons (eg confusion over the timetable) then normally the entry will stand and the student will receive a lower grade, unless both parent and student ask for withdrawal. If an entry is withdrawn under these circumstances, the school will seek reimbursement of the examination fees from the parents.
- 4) If a student misses an examination component deliberately then the school reserves the right to withdraw the entry. The school will allow the entry to stand only if it receives assurances that the student will complete the other components. If an entry is withdrawn under these circumstances, the school will seek reimbursement of the examination fees from the parents.