THE DUSTON SCHOOL	**The Duston School** **Policy**	The Duston EDUCATION TRUST

Policy Title	Examinations	**Version No**	1

Rationale	The examination policy should reflect our aim to allow all students to maximise opportunities to demonstrate their potential, and achieve their aspirations, whatever their natural academic ability.
Policy Statement	In considering whether pupils should be entered for an examination, we take account of the quality and quantity of their course-work and the level they have reached. For pupils with special educational needs, arrangements are made with the Examination Boards. DoL may select the Examination Board to best meet the needs of the students. **EYFS** All pupils take statutory Early Excellence baseline assessments within their first six weeks of school. This baseline is used to set end of EYFS targets. The baseline is also used to set targets for the end of year 2 and year 6. **Year 1** All pupils take statutory phonics screening assessments in June. **Year 2 (End of Key Stage One)** All pupils take statutory end of Key Stage assessments. These assessments, along with teacher assessments give an overall judgement for a child's end of Key Stage attainment. **Year 6 (End of Key Stage Two)** All children take statutory end of key stage assessments. These assessments, along with teacher assessments for writing give an overall judgement for a pupil's end of Key Stage attainment. **Key Stage 3 (Year 7 & 8)** All year 7 and 8 students have to take tests in all Ebacc subjects during the summer term. **Key Stage 4 & 5 (Years 9 – 14)** The school will normally enter students for a range of qualifications in the subjects that they have studied (see current curriculum model). Parents are notified of these entries and have the opportunity to discuss them with subject teachers. <u>The following applies to secondary phase pupils only</u> **Entries** If a student misses part of a course or fails to carry out assignments or coursework to agreed standard the school reserves the right not to make the entry in discussion with the SLT Line Manager, pupil and the parents. If a student fails to complete the course which results in the school having to withdraw after the entry, the student will be invoiced for the entry fee. **Appeals against Controlled Assessments** The school is obliged to publish a separate policy on this subject, which is available from the Exams Office.

The Disability Discrimination Act (DDA) 2005
The DDA extends the application of the Act to all qualifications. The Exam Officer will ensure that access arrangements and special consideration regulations and guidance are consistent with the law.

Special Consideration
Should a student be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the student's responsibility to alert the school, the Exam Officer or the Exam Invigilator, to that effect.
Any special consideration claim must be supported by appropriate evidence within three days of the exam, for example a letter from the student's doctor. The Exams Officer will then forward a completed special consideration request form to the Awarding Body.

Student Behaviour – in addition to the schools BL4 policy.
The school's published rules on acceptable dress and behaviour will apply at all times during all internal and external exams.
No Graffiti is to be written on the exam desks, if a student is found to have written graffiti on an exam desk they will be invoiced for the cost of a repair / replacement.

Exam Regulations
All internal exams will be held under external exam conditions.
No mobile phones are permitted into the exam room, even if switched off. Any student found in possession of a mobile phone or disallowed item, in an exam room, will in accordance with JCQ guidelines be reported to the Awarding Body for mal-practise. It is likely that the student will be disqualified from the exam and may be disqualified from all further exams. The student will also be dealt with in line with the schools behaviour policy.

Attendance to Examinations
If a student fails to attend an external exam, the student will be invoiced for the entry fee.

Results
Students will receive individual statement of results, in person at the school or by post to their home address (students to provide an A4 stamped addressed envelope).
Exam results and certificates will be withheld until all outstanding monies are paid.
If a replacement statement of results is required the following charges plus any outstanding monies will apply:
1970 – 2004 - £25
2003 onwards - £10

Enquiries about Results (EARs) and Access to Scripts (ATS)
EARs and/or ATSs may be requested by staff or students if there are grounds for believing there has been an error in marking. When the school does not uphold an EAR and/or ATS a student may apply to have an enquiry carried out at their own expense. A2 scripts must be requested within 3 days of the results.

Certificates
Certificates must be collected and signed for, they may be collected on behalf of a student by a third party, provided they have written authority to do so. The school is only required to retain certificates for two years. After two years, copies can only be obtained from the Awarding Body at an approximate cost of £37 per certificate.

Staff Responsible	RGA		
Date approved by GB	15/10/15	**Review Date**	October 2017