



# Examinations and Appeals Policy

**Approved by:**

**Last reviewed:**

**Next review due by:**

**James Thomas**

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## Introduction

Public examinations are the main tool for measuring the success of a school and its students both in qualitative and value added terms. In addition other internally set and marked examinations take place at other stages in a student's progress through the school in order to both prepare for public examinations and check student learning.

We have a moral duty to ensure students do as well as they can in exams to ensure they can progress to the next stage of education or employment.

The CE Academy believes all students are entitled to the opportunity to take external examinations.

At present external examinations include GCSE in English, Fine Art, 3D Art, Polish, Photography, Science, Mathematics, History, Citizenship, Child Development, City & Guilds ICT examinations and vocational qualifications.

Other nationally recognised qualifications are continually being investigated for appropriateness. The CE Academy recognises the importance of opportunities to gain recognised and valued qualifications.

Future career opportunities, access to jobs/courses/schemes will be improved by access to external examinations.

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## Liaison with schools

Some students continue with school examination courses and are supported in their studies by Academy staff.

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## Aims

- ✓ To contribute to students' ability to make a valuable contribution to society and lead a fuller adult life.
- ✓ To enable CE students to enter for external qualifications.
- ✓ To ensure CE students access to external examinations which carry credibility/currency with colleges, employers and schools.
- ✓ To ensure CE students access the appropriate curriculum, expertise and support and cover the necessary syllabus before entry for external examinations.
- ✓ To provide a vehicle for increasing levels of student self-esteem and improvement in self-image.

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## Organisation

The CE Academy is an examination centre for AQA, OCR and City & Guilds. There is an examinations officer who is directly responsible to the Headteacher whose role is:

- ✓ to investigate and agree/negotiate with colleagues especially the Headteacher re development in the area;
  - ✓ overall responsibility for management of exams;
  - ✓ to delegate subsidiary roles and responsibilities as appropriate;
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- ✓ to monitor and support effective implementation of policy/roles/responsibilities;
- ✓ to co-ordinate and ensure effective exam procedures including entries.

Associated tasks will be undertaken by other staff.

In some cases it may be appropriate for students to take examinations in a school, for example, if they are still on the school roll or were entered for the examination(s) before exclusion. The CE Academy has a long-standing relationship with schools, colleges and other organisations.

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## Delivery

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Examinations to be taken by the student will be identified through discussion with the student/parent/carer/CE Academy staff and when appropriate the dual registered school. The main core of examinations will be offered and the Academy will endeavour to respond positively to requests to take other subjects. In practice opportunities are occasionally limited by lack of staff expertise in particular curriculum areas. The CE Academy has links with a number of secondary schools and other organisations and there is some flexibility available through the use of individual tutors and specialist staff brought in for the purpose.

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## Resources

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The CE Academy staff are constantly reviewing and developing materials for teaching subjects to external qualification levels.

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## Access arrangements

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Where appropriate students are assessed for access arrangements. All evidence is submitted via the JCQ website and relevant paperwork held in examination centres.

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## At Key Stage 4

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- All students should be entered for appropriate qualifications in all the subjects they are studying.
- If a student's entry in any subject is to be withdrawn there must be an initial request for withdrawal form completed by the subject teacher and signed and approved by SLT.
- All students will be monitored carefully throughout their time at the school. Concerns raised at campus meetings and with SLT.

The school may impose a charge equal to the financial charges levied by examination boards on:

- Students who make a decision to sit or not to sit an examination after the late entry/withdrawal deadline.
- If students fail to attend an examination and do not produce medical evidence or evidence of other mitigating circumstances. Parents will be contacted and a request for medical evidence made.

Occasionally a young person will be entered for examinations early but only for the following reasons:

- they will achieve at least a 4 or 5 or
- We are uncertain as to their future education provision.

Entries may only be made at the Higher Tier if staff are certain the young person will achieve at least a 4 or 5.

In very exceptional circumstances a young person with the appropriate level of knowledge and skill may be entered for the AS Level.

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## Special Needs

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It is the responsibility of the SENCO to liaise with the Exams Officer about the arrangements for candidates with Special Needs and will provide the necessary supporting evidence before deadlines for access arrangement application. The SENCO and Exams Officer will ensure requests for special consideration will be sent to the boards and process the replies.

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## Special Needs Exam Policy

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Staff in departments should inform the SENCO of special needs students who are embarking on a course leading to an examination, and the date of that exam. The SENCO can then inform individual staff of any special arrangements which individual students can be granted during the course and in the exam. In the case of students with specific learning difficulties/ visual impairment or certain other medical conditions, these can be any or all of the following:

- Extra time for coursework and examination
- Rest periods
- A reader
- A scribe
- Enlargements/models
- A helper
- A prompter
- Separate room/invigilator
- Use of word processing/printing facility

Special arrangements can also be made for students to take their examinations outside school e.g. phobic students, ME sufferers. In these cases invigilation/examination rules must still be adhered to.

A separate room and invigilator are required for anyone/group with a reader and a separate room is required for an individual or group who has use of a word processor or scribe.

The SENCO, in consultation with the exam officer, will complete the special arrangement request forms for special needs candidates at the appropriate time and provide the necessary evidence to reach the exam boards on the stipulated dates.

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## External Exams - Appeals

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Decisions about appeals for external exams need to be based upon:

- evidence that a student's result is significantly below expectations;
- students who are close to grade boundaries and a change would significantly benefit the young person;
- evidence that the overall results do not match the teacher assessment and there is a concern that the quality of marking was not adequate;
- evidence that coursework has been significantly changed and the moderators report does not explain this.

Decisions to get re-marks or to appeal results need to be approved by the Headteacher and Deputy Headteacher only.

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## Results

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Results will be sent by post addressed to the young person. Results will not be given to parents/carers or other relatives either in person or via telephone.

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## Appeals in the summer 2023 entries

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If a student believes an error has been made in determining their grade, they have a right to appeal. They should contact the Academy and ask for the grade to be reviewed. The CE Academy will check the following:

- Has an administrative error been made?
- Have all policies and procedures been correctly followed and was internal quality assurance undertaken?
- Were access arrangements or mitigating circumstances, such as illness from COVID taken into consideration?

Upon request the following information can be provided:

- Centre Policy
- Details of any special circumstances that have been taken into account in determining the grade, eg access arrangements, special consideration for mitigating circumstances such as illness

If the Academy believes there is evidence supporting any of the above, then an appeal will be made with the exam board.

Additionally, if CE Academy believes an awarded grade is just below a published grade boundary then permission will be sought to appeal the awarded grade. CE staff will make clear that the Exam board may uphold the awarded grade and that there is a remote possibility the grade will be reduced

Any appeal will need to be submitted in writing along with written consent to conduct the appeal or submit it to the exam board on your behalf. It's important to remember that the grade can go down, up or stay the same.

### Policy Control Sheet

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