Examination Policy
(Including Appeals)

Updated September 2018 for the May/June 2019 exam season

The Examinations Manager for Ashcroft Technology Academy (the Academy), is responsible for the organisation of entries, examinations, dispatch of papers, correlation of results and certificates and all external returns or reports connected to the external examinations process at Key Stages 3 and 4 and at Sixth Form. International Baccalaureate (IB) entries and the correlation of results are organised by the IB coordinator. All other aspects of IB exams are managed by the Examinations Manager.

Examination Entry

The Academy is committed to providing accredited outcomes for National Curriculum subjects and other optional subjects followed as part of the Academy's Key Stage 4 and Sixth Form programmes.

On occasion, the Academy may advise a parent, guardian or carer that a particular accreditation is not appropriate; in such cases alternative accreditation may be offered.

In all the cases above, no charge will be made by the Academy for examination entry fees.

However, parents/guardians/carers will be liable for examination entry fees in the following circumstances:

1. When a request is made for accreditation in a subject that is not a normal part of the student's Academy programme;

2. When a request is made for a different form of accreditation to that advised by the Academy;

3. When a student is entered for an examination but fails to sit it, unless the reason is acceptable to the Principal;

4. When a student who has enrolled into our sixth form wishes to resit a GCSE course. The decision about whether a student should resit a GCSE course will be made by the Examinations Manager in consultation with the Head of Sixth Form.

Examination entries are managed by the Academy's Examinations Manager based on information provided by Curriculum Managers. All enquiries should be directed to the Examinations Manager.

The Examinations Manager is responsible for the delivery of examinations in line with regulations set out by the Joint Council for Qualifications.

Sixth Form Examination Entry

In the case of Sixth Form examination entries, students have access to Academy funded external assessment providing the following general criteria are met:

1. Attendance is at least 95%
2. Students have demonstrated a positive attitude towards learning throughout their period in the sixth form:
   - Showing interest in lessons
   - Arriving punctually to lessons
   - Completing study related activities to a good standard and by set deadlines
   - Making good use of study facilities in non-contact time

3. Students have shown, through ongoing assessment, that they are on track to achieve their learning targets.

Sixth Form students who fail to meet the above criteria, pending individual circumstances, may be withdrawn from the subject, may be required to discuss their suitability to study the subject and in exceptional cases enter themselves as fee-paying private students.

Year 12 A-level entry

Students will be entered for public exams in all 4 AS subjects they study. Neither parents/guardians/carers nor students can make decisions regarding examination entry.

Progression to year 13

Students taking A-Levels must achieve a minimum D grade at AS level in the subjects to be taken at A2 level.
Any student with grades below this level will be withdrawn from the subject. If this reduces their curriculum to two subjects (or equivalent, where one subject is equivalent to a full A Level) they will be unable to progress to Year 13 and will be required to leave the Academy. Students taking the IB must demonstrate in their assessments that they are on track to pass the IB Diploma. Students taking BTEC should be working towards merit.

Enquiries About Examination Results

Each awarding body publishes its arrangements for appeals against its decisions. In cases of Enquiries about Results (EARs), where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. All enquiries about results must be made via the form which will be made available from results day. This form will contain all of the necessary information needed in order to request an EAR; however, the Examinations Manager will be available via email in order to advise on the suitability of EAR services in different circumstances.

The Examinations Manager will publish widely all key dates and deadlines.

The Academy reserves the right to refuse an EAR in cases where the risk outweighs the possible benefit.

Internal Procedures: BTEC administration

Registrations are made by the Examinations Manager. Information on students is collected from Lead Verifiers ahead of the Awarding Body deadlines. Preliminary lists are compiled and checked by the Lead Verifiers and the registrations sent to Pearson via Edexcel Online. In the absence of the Examinations Manager the responsibility falls to the Deputy Principal responsible for data and exams.

Certifications are made by the relevant Lead Verifier. It is the responsibility of the Examinations Manager to ensure that access is arranged to the Awarding Body secure websites and any help or guidance is provided in good time. Statements of Results are printed from the secure website by the Examinations Manager and forwarded to the Lead Verifier. The Examinations Manager will arrange sample checks of BTEC certificates by the Lead Verifier and notify the awarding body of any discrepancies.

Students will be notified by letter or email when certificates are available for collection.

The Examinations Manager will publish widely all key dates and deadlines.

Reviews of marking - internally assessed marks
(GCSE controlled assessments, GCE coursework,
GCE and GCSE non-examination assessments and Project qualifications)

Ashcroft Technology Academy 11001

The Academy is committed to ensuring that whenever its staff mark students' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Students' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Academy is committed to ensuring that work produced by students is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking students' work, internal moderation and standardisation will ensure consistency of marking.

1.   The Academy will ensure that students are informed of their internally assessed marks so that they may request a review of the Academy's marking before marks are submitted to the Awarding Body.

2.   The Academy will inform students that they may request copies of materials to assist them in considering whether to request a review of the Academy's marking of the assessment.

3.   The Academy will, having received a request for copies of materials, promptly make them available to the students.

4.   The Academy will provide students with sufficient time in order to allow them to review copies of materials and reach a decision.

5.   Review requests must be submitted before the Easter half term. Requests will not be accepted after this deadline. Requests **must** be made in writing.

6.   The Academy will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the students of the outcome, all before the awarding body's deadline.

7.   The Academy will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that student and has no personal interest in the review.

8.   The Academy will instruct the reviewer to ensure that the student's mark is consistent with the standard set by the Academy.

9.   The Academy will inform the student in writing of the outcome of the review of the Academy's marking.

10. The outcome of the review of the Academy's marking will be made known to the Examinations Manager. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the Academy, whereas moderation by the awarding body ensures that the Academy's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Retention of Coursework

All coursework and BTEC portfolios will be retained in the Academy for three years from the completion of the course.

See also:

- Sixth Form Examination Policy (of which the main points are incorporated here)
- Controlled Assessment Policy
- Coursework Policy

Retention of Certificates

The Academy is not required to store uncollected certificates for more than one academic year. However, the Academy will endeavour to keep certificates stored for up to 4 years and return them to students upon request. All requests must be made in writing to the Examinations Manager via the examinations email address.

All enquiries regarding the reprinting or reissue of examinations certificates must be directed to the correct examination board themselves.

Examinations and disability

In accordance with the Equality Act 2010, the Academy endeavours to provide support for all students who have a disability or learning difficulty to ensure that they have full and unimpeded access to their course of study and examinations.

The Academy will ensure that all students with disabilities or learning difficulties will be assessed for their needs prior to sitting exams or controlled assessment units. This will be done by an appropriately qualified assessor as appointed by the Principal.

The Academy's Examinations Manager and SENCO will assist the awarding bodies in the discharge of their duties to make reasonable adjustments by requesting access arrangement, where requires, and effectively implementing those who are approved.

Please refer to the Academy-wide *Equality and Diversity Policy* for further information