**EXAMINATIONS POLICY**

The school is responsible for ensuring all students have the best possible chances of success in external examinations and that students are not disadvantaged by organisational or curricular failures.

**It is the responsibility of the Examinations Officer to:**

* Distribute information about proposed courses to the relevant teachers.
* Distribute new information related to assessment requirements and required subject content.
* Ensure that all students are given the opportunity to complete exams and coursework to the best of their ability.
* Ensure that individual examination entries are accurate and fully understood by the students.

**It is the responsibility of the SLT to:**

* Annually check the current viability of all courses.
* Ensure that all staff delivering courses which are subject to change are clearly informed of the changes prior to planning course details.
* Ensure that adequate planning and development occurs to ensure the effective organisation of new or changed examination courses.

**The outline for examination entries is as follows:**

1. Staff are issued with teaching group lists. These are marked to indicate possible entries (QAN codes) and returned to the Examinations Officer, who checks for anomalies and queries.

2. The Examination Officer submits entries to the examination boards and provides teaching staff with printed entry lists.

3. Once entries have been finalised, students receive a printed timetable of their exams, which they check for accuracy.

4. It is the responsibility of all teachers to ensure that accurate entry information is received by the Examinations Officer before the deadlines stipulated by the examinations board.

**For each student / examination group the following routines should be followed:**

The subject teacher should ensure that students understand the assessment requirements of the course including the examinations papers and the role of any coursework in the process.

The subject teacher should ensure that students are aware of any deadlines for coursework and the importance of meeting these. Monitoring by teachers should provide early warnings concerning those who are falling behind with coursework. Where coursework deadlines are not met by students the subject teacher should inform the SLT.

The subject teacher should provide feedback on coursework and details of omissions or possible amendments as soon as possible. Students should not be disadvantaged by being confronted with further, last minute coursework requirements. Examination board requirements regarding the assistance of students with coursework must be adhered to. The school is responsible for planning with students a balanced and individually challenging series of examination entries.

In judging the suitable course loading for each student their personal needs will be evaluated including the pressures of chosen GCSE courses. The number and nature of outcomes intended is considered.

**SEN Provision for Examinations**

It is the responsibility of the Examinations Officer to arrange and to circulate the details to all staff of students requiring access arrangements. The testing will be done by Sue Rush, SEN consultant.

**Examinations Conduct**

It is the responsibility of the Examinations Officer to inform students of the overall code of conduct required in examinations. It is the responsibility of subject teachers to ensure students are aware of the requirements of the examination and the equipment/resources required. Students should be familiar with the format of the examinations via their subject teachers.

**Examination Entry Policy and Charging**

The Boxing Academy does not charge students or parents for examination fees. Referring schools will not normally be charged and in the event of an exception being made, it will be done only with the prior agreement of the referring officer.

**Appeals against Internal Assessment of Work for External Qualifications**

The Boxing Academy is committed to ensuring that whenever its staff assess students’ work for external qualification this is done fairly, consistently and in accordance with the specification for the qualifications concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The Academy is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, then he/she may make use of this appeals procedure. Note that appeals may **only** be made against the process that led to the assessment and **not** against the mark or grade submitted by the school for moderation by the awarding body.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June exam series).
2. The candidate’s parent/guardian must make the appeal in writing to the Examinations Officer, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
4. The candidate will be informed in writing of the outcome of the appeal including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. If the candidate is not happy with the written report they have received, they may request a personal hearing before an appeals panel. This must be within two working days of receipt of the written reply to the original appeal.
6. The appeals panel will consist of a senior member of staff and a school governor. The candidate will be given at least a two-day notice of the hearing date and will be given a breakdown of the marks awarded in advance of the appeal. The candidate (plus a parent/guardian if requested) and teacher(s) involved will be present at the hearing.
7. The outcome of the appeal will be made known to the Head and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After examination work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of the Boxing Academy and is not covered by this procedure. Each awarding body has its own appeal procedure which is available from the Examinations Officer.

**Enquiries about External Assessment Marks**

Where a candidate is unhappy with the mark awarded for an exam unit (e.g. written examination, coursework, practical assessment etc.) a clerical check or re-mark may be requested via the Examinations Officer. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered. Where the school does not support the request, the candidate will be responsible for paying the relevant fee. The decision as to whether to support an enquiry will be made by the school based on several factors, including knowledge of the examinations system and professional judgement.

**Internal Examinations**

All internal examinations are organised by the Examinations Officer, following consultation with teachers.