



# Clifton High School

co-educational nursery pre-school to sixth form

<b>Policy applies from EYFS to Sixth Form</b>	<b>Public Examinations</b>
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Date policy to be reviewed	01.03.2021
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A shaded area denotes a regulation to which all schools must comply	

*Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.*

## Related Policies and Documents

Data Protection retention and Management

- Public Examinations
- Appeals
  - Contingency Plan
  - Non-Examination Assessments
  - Emergency Evacuation
  - Use of a Word Processor
  - Taking Public Examinations at Clifton High School

All public examinations held at Clifton High School will be sat in accordance with the Joint Council for Qualifications (JCQ) regulations and the awarding body guidelines.

## Entries

### GCSE

Candidates will be entered for full awards in all subjects they are studying full-time.

It may be possible for a candidate to be entered for an examination in a subject not taught at Clifton High School. In this instance, the Deputy Head Academic must be consulted and the School reserves the right to refuse permission.

### AS Level

Candidates who have chosen 2 year AS level courses will be entered for AS level examinations in those subjects. It may be possible for a candidate to be entered for an examination in a subject not taught at Clifton High School. In this instance, the Deputy Head Academic must be consulted and the School reserves the right to refuse permission.

### A Level

Candidates will be entered for all A Level subjects they are taking. It may be possible for a candidate to be entered for an examination in a subject not taught at Clifton High School. In this instance, the Deputy Head Academic must be consulted and the School reserves the right to refuse permission.

### Entrance Examinations for other schools

Clifton High School will not facilitate any pupils taking examinations for entrance to other schools.

### Other examinations

There are a number of other public examinations for which pupils may choose to be entered, such as Oxbridge entrance (ATS), AEA, STEP, Extended Project Qualifications etc. The candidates must meet the cost of entries for these examinations. Entry for these must be made with reference to the examinations staff.

### Late withdrawal

Candidates who ask to withdraw from an examination after the late entry deadline will be charged the relevant fee.

### External Candidates

Clifton High School will sometimes accept external candidates as a service to the community. However, consideration will be given on a case by case basis. All costs will be met by the candidate.

### Access Arrangements

Access arrangements are adjustments for candidates, based on evidence of need and normal way of working. The School adheres to the guidelines set down by JCQ in their publication Access Arrangements and Reasonable Adjustments.

### Special Considerations

The School adheres to the guidelines set down by JCQ in their publication, A guide to the Special Consideration Process. Examinations staff will make an application of Special Consideration where appropriate.

## **Billing**

### Billing Internal Candidates for Examination Entries

Once entries have been made for an exam season, examinations staff will report the cost of the examinations to the Finance Office who will add these costs to the next bill.

### Billing External Candidates for Examination Entries

External candidates will be required to meet the full entry costs for their examinations. Payment will be expected with the entries paperwork.

### Failure to pay

It is the responsibility of the Finance Office to chase debts and not that of the examinations staff.

## **Invigilation**

Invigilation costs will usually be met by the School. Where an external candidate must be housed alone, incurring additional invigilation, the school reserves the right to charge these costs to the candidate.

## **Enquiries about Results (EAR)/Access to Scripts**

Unless the enquiry is requested by a member of the teaching staff, candidates must bear the cost of any EAR. Should the candidate request an enquiry, they must sign and return the 'Post Results Enquiry' form (PRS form) that is enclosed with their results. This signature is to show that the candidate appreciates that as a result of the enquiry the mark may be raised, lowered or remain the same. External candidates or candidates who have left school must provide payment along with the necessary, signed paperwork for the enquiry to be actioned. For pupils continuing at the School the costs will be added to the next bill. If, as a result of the enquiry, the grade changes there will be no charge from the awarding organisation.

The Head of School or Deputy Heads must approve any departmental review of marking requests. The Head of Department must ensure that a candidate has given permission for the enquiry to be actioned, by signing the appropriate PRS form. Examinations staff will inform the Finance Office which Department will meet the cost should the grade not be improved.

The Head of Department may request Access to Scripts for teaching and learning but should ensure the candidate has given their permission. The cost of these will be taken from the departmental budget. Once scripts are received by the school they will be forwarded by examinations staff to the candidate and relevant Head of Department. Should candidates wish to view a script with a view to applying for a further EAR, for example a review of marking, the request must be made by the 'Priority Access to Scripts' deadline set by JCQ and the awarding bodies.

**Appeals**

Appeals against failed EARs can only be made if there has been some procedural failure by the awarding body. Such appeals may only be made with the support of the Head of School, whose decision in such matters is final.

**Results Days**

The dates and times for results days are published on the school website under Our Parents in the School Calendar.

**Contingency Planning**

Contingency planning for examinations administration is the responsibility of the Head of School as specified in the JCQ Publication General Regulations for Approved Centres (5.3).