

CATOR PARK SCHOOL

PUBLIC EXAMINATION POLICY

Revised: July 2008

PUBLIC EXAMINATIONS

ENTRY PROCEDURES

General

The Examinations Officer will arrange an individual meeting with each HOF/HOD/HOS in early September to discuss public examination requirements for the year. This will include a check of examination boards used and specification codes for examination components. Other matters will include any requests for Enquiries upon Results and likely numbers for January re-take examinations, along with any other general issues arising from the Summer examinations.

Special Arrangements and Special Consideration

The AENCO will provide the Examinations Officer with information about any candidates requiring Special Arrangements for Public Examinations by the examination-boards deadlines and will provide copies of evidence that will be available for inspection.

The Head of Year 11 and Head of Sixth Form should inform the Examinations Officer of any candidates likely to require Special Consideration whose circumstances have come to their attention in the period before the examinations.

On the day of the examination, an invigilator who believes that a candidate has been disadvantaged due to illness, or for any other reason, should contact the Examinations Officer who, in consultation with the candidate and/or her parent/guardian will, if necessary, complete a Special Consideration request form for the examination board(s).

Modular Examinations

The HOF should discuss the requirements for modular examinations with the Examinations Officer in September. Entries will be made by the Examinations Officer according to the candidate data supplied by the HOF.

The Examinations Officer and HOF will have overall responsibility for the conduct of the module examination on the day.

January Examinations

In September, any candidate wishing to re-take an examination or individual examination unit(s) should consult both the relevant subject staff and the Head of Sixth Form. It will need to be decided whether a January or Summer re-take is the more appropriate.

The HOF/HOD is responsible for giving the Examinations Officer details of all re-takes required by the mid-October, board-set deadline.

Candidates will be asked for a contribution, currently £12, towards the cost of the entry fee.

Coursework

HOFs/HODs are responsible for the despatch of coursework to moderators by the due date.

Top copies of OMR forms for coursework marks and forecast grades should be returned to the Examinations Officer or despatched directly according to the instructions received.

The absence of a candidate from any integral component of an examination should be reported in writing to the Examinations Officer so that appropriate action may be taken.

Summer Examinations

HOFs/HODs will need to supply the Examinations Officer with examination entry details including cash in codes by the deadlines set by the Examination Boards. Pupils will be issued with Statement of Entries and timetables to check, as soon as the entries are completed; they will be issued with final timetables in early May. Any amendments to the original entries should be emailed to the Examinations Officer via the relevant HOF/HOD, not by the subject teacher or candidate. When the changes have been entered, she will email confirmation to the HOF/HOD, and send a revised timetable to the candidate, with a note telling her what has changed. Late entries, which incur penalty fees, may be charged to the department concerned.