



## **Examinations Policy – Sixth Form**

Blessed Thomas Holford Catholic College appreciates the value of Sixth Form examinations for the following reasons:

- They provide an opportunity for recognising and confirming students' achievement.
- They inform departments and individual teachers on their performance, identifying strengths and weaknesses and providing comparison against recognised targets.
- They allow individual students to identify strengths and future targets.
- They provide information for parents on the performance of the child and the Sixth Form.
- Internal examinations provide practice for public examinations.
- They encourage the following qualities in students: the development of retention and learning skills; the organisation of time and syllabus content for revision; the selection and application of knowledge, skills and techniques in unfamiliar contexts; the delivery of concise, relevant answers under the twin pressures of time and the awareness that much may be at stake.
- External examinations make possible entry into Higher Education and certain types of employment.

## **Procedures and Rationale**

### **Internal examinations**

- They are planned and organised by the Examinations Officer in consultation with the Key Stage Five Course Leader and the Head of Sixth Form
- All students in Year 12 and Year 13 will undertake Pre-Public Examinations (PPE's) in preparation for public examinations

- Revision skills and examination preparation form part of the weekly Tutorial Programme and are also covered by individual subject departments
- Absentees are normally encouraged to take PPEs on their return to Sixth Form if time and circumstances permit. For reasons of fairness, they are not normally permitted to do so before the actual examination date.

### External examinations

- They are organised by the school's Examinations Officer
- Subject departments may choose their Awarding Body and syllabus in consultation with the Head of Sixth Form and the Deputy Head Teacher responsible for the curriculum
- Students are normally entered for three Advanced Level subjects in Year 12. They normally continue with these three subjects in Year 13, when they take the majority of their modules in the summer.
- Special consideration is sought for students who have been disadvantaged by health problems or traumatic events such as death or serious illness in the family. Recognised learning difficulties known to the school (such as dyslexia) are also grounds for requests for special consideration. The Examinations Officer in consultation with the Head of Sixth Form makes applications.
- Examination rooms are selected to provide a quiet atmosphere, adequate space and good working conditions. AS and A2 level examinations are usually held at the Sixth Form building
- Full details of the arrangements for the conduct of public examinations are given to supervising staff

### Monitoring and review

- Procedures for the conduct of examinations are reviewed annually after examinations have taken place. This may lead, for example, to a change of designated examination rooms.
- Value added measures are applied through systems such as ALPS. The results of students from certain target groups such as students with special educational needs,

ethnic minorities or for whom English is an additional language are scrutinised. Any underperformance identified would lead to particularly close monitoring of students with similar backgrounds.

### Examination arrangements

- Make sure that instructions to students and invigilators are clear.
- Ensure that there are spare papers in each set.
- Invigilators are recruited and trained as per the JCQ General Regulations.

### College Policy on use of Word Processors in Examinations:

- Pupils will complete a formal assessment of their needs with SENCo to determine whether they are eligible for consideration for use of word processor as part of their Access Arrangements for examinations.
- This will be confirmed at the discretion of SENCo and Senior Leadership Team, and each pupil will be reviewed on an individual basis.

### Sixth Form Tutors

- Inform students about date, venue and length of examinations as early as possible.
- Go over instructions for students.
- Students are issued with draft copies of their exam timetables to check over and feedback with any errors or issues. Once all exam entries have been processed students are issued with a final copy of their timetable to keep. An additional copy is sent home to parents/guardians by post.

### Starting examinations

- Candidates are registered as they enter the exam room by a member of the Leadership team.
- In Year 12 and Year 13, a member of Leadership or senior Sixth Form teacher will usually start the examination.

- Information about examination/revision times will be on the teachers' desk in exam rooms.
- Follow instructions on exam wrappers.
- Enter absentees' names on documentation.
- **NOTE:** Private candidates are required to provide photographic identification.

### During examinations

- Enforce procedures in students' instructions section.
- Be vigilant for cheating. If it occurs, the invigilator(s) will report it to the Examinations Officer who will then report it to The Head of Sixth Form as soon as possible. Warn the student but allow him or her to finish the paper.
- Unless necessary no student should leave the examination room, supervising staff should use their discretion.
- If the supervising staff deem it that student must leave the examination they must be escorted and fully supervised by an accompanying adult whilst not affecting the correct ratio of supervisors to students in the examination room.

### College Policy on external candidates and private entries:

- The College offers private re-sit entries in GCSE Mathematics and English Language in the November examination series.
- Private entries are limited to current or former pupils and students of the College. Capacity issues mean we are unable to offer private entries to external candidates who have not been educated at the College.
- The College can offer private entries in applicable A-level subjects to former Sixth Form students, providing they meet the cost(s) of entry in full.
- We do not offer private entries in any subject that we do not offer as part of our curriculum.