



The Belvedere Academy

Examinations Policy (Extracts for the Candidate)

This document contains key information taken from the full Examinations Policy, in relation to the candidate.

All examination candidates should read this document in advance of their exams. A copy of the full Examinations Policy is available from the Academy website or upon request from the Examinations Officer.

Appendices:

- 1. Internal Appeals Policy for Internal Assessment Decisions relating to External Qualifications**
- 2. Controlled Assessment Policy (Extracts for the Candidate)**

1. Examination Roles & Responsibilities

Candidates:

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Arrive on time for exams in accordance with the Examinations Office regulations.
- Understanding and adhere to JCQ regulations for exam day procedures.

2. Qualifications Offered

The qualifications offered at The Belvedere Academy are decided by the Principal, Associate Principal, Vice-Principal, Curriculum Leaders, Heads of School, Inclusion Manager, and the Governing Bodies of the academy.

The qualifications offered are currently FCSEs, GCSEs, Level 3 Vocational Qualifications, AS Levels, and A2 Levels.

The subjects offered for these qualifications in any academic year may be found in The Belvedere Academy's published prospectus for the year. If there has been a change of syllabus from the

previous year, the Examinations Officer must be informed by 8th September.

In Upper School:

- All candidates will be entitled, and prepared, to achieve an entry for qualifications from an external awarding body.

In Sixth Form

- All candidates will be entitled, and prepared, to achieve an entry for qualifications from an external awarding body.

3. Exam Seasons and Timetables

3.1: Exam Seasons

Internal exams are normally scheduled in December, February and June.

External exams are scheduled in November, May and June.

All internal mock exams should be conducted under external exam conditions.

The exam series used in The Belvedere Academy is decided by the Associate Principal in liaison with the Examinations Officer and the SMT.

3.2: Timetables

The Examinations Officer will produce and circulate the exam timetables for both external and internal exams once these are confirmed and finalised.

4. Entries, Entry Details, Late Entries and Retakes

4.1: Entries

Candidates are selected for their exam entries by the Curriculum Leaders, Subject Leaders, Heads of School, and the Senior Management Team.

A candidate or parent/guardian can request a subject entry, change of level or withdrawal in agreement with the Curriculum Leader and the Associate Principal.

The Belvedere Academy only accepts entries from external candidates under certain circumstances (*these are to be agreed with the Principal in advance*).

4.3: Retakes (until 2018)

Retakes of examination modules are to be avoided under normal circumstances, and students need to

be fully aware of the importance of them taking their initial modular studies and end exams seriously.

*Please note that as of 1st September 2012, students beginning a new GCSE course will follow the terminal course entry route, as opposed to the previous modular entry courses. Curriculum and Subject Leaders are responsible for ensuring that course specifications and associated exams are clearly identified, and that students are fully prepared for the key examination dates.

Retaking examination modules (*where allowed – see note above*) can add a significant and unhelpful level of stress, as well as additional study workload to students.

In certain circumstances it may however, be in the best interests of a student and/or Curriculum and Subject Area for them to retake a module or examination. Retakes should therefore in those circumstances be considered carefully by Curriculum Leaders, Subject Leaders, Heads of School, students, and their parents with regards to:

- The student's commitment to their studies and eagerness to re-sit for genuine positive reasons
- The overall current and predicted workloads of the student (and the impact that adding additional study will have)
- The student's prior targets against actual outcome
- The student's likelihood of achieving an improved outcome as a result of re-sitting
- The impact that an improved modular result will have overall on the end Exam Board grade
- The Curriculum / Subject Area outcomes, strategy, and general advice

After first considering all of the above, and gaining the signed consent of the Curriculum Leader / Subject Leader and Head of School then students will be able to apply to the Examinations Officer for a retake of an individual module or exam, at their own cost (*see Section 5: Exam Fees*).

Candidates will be allowed one retake module per subject at GCSE, subject to them gaining the full agreement of the Curriculum Leader / Subject Leader and Head of School (*see above*). (**Candidates must pay the entry fees for any retakes in advance**).

Candidates will be allowed as many retakes as is allowed per subject in A2, subject to them gaining the full agreement of the Curriculum Leader / Subject Leader and Head of School (*see above*). (**Candidates must pay the entry fees for any retakes in advance**).

All retake decisions need be made in consultation with the candidate, Curriculum Leader, Subject Leader, Head of School, and the Associate Principal.

(*See Section 5: Exam Fees*)

5. Exam Fees

GCSE initial registration and entry exam fees are paid for by The Belvedere Academy.

AS initial registration and entry exam fees are paid for by The Belvedere Academy.

A2 initial registration and entry exam fees are paid for by The Belvedere Academy.

Late entry or amendment fees (after the published date) are paid for by Curriculum Areas.

Candidates or Curriculum Areas will not be charged for changes of tier, withdrawals made following the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

The fees reimbursement policy will be communicated in writing to candidates and parents/guardians at the start of GCSE and post-16 courses.

Retake fees (including Exam Board fees and invigilator costs) for first and any subsequent retakes are paid for by the candidate.

Where Curriculum Area / Subject Areas request a retake (as opposed to the individual student) the retake fees (including Exam Board fees and invigilator costs) will be charged to Curriculum / Subject Area capitations or the central Academy Examinations budget, in certain circumstances which are agreed with the Associate Principal.

(See Section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result, should the academy not uphold the enquiry and the candidate insists on pursuing the enquiry.

(See Section 11.2: Enquiries about Results [EARs])

The Retake Fees Policy will be communicated in writing to candidates and parents/guardians at the start of GCSE and post-16 courses.

9. Candidates, Clash Candidates and Special Consideration

9.1: Candidates

The Belvedere Academy's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and The Belvedere Academy accepts no liability for their loss or damage.

Disruptive candidates will be subject to disciplinary procedures in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of invigilation staff must accompany them.

9.2: Clash Candidates

The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays

9.3: Special Consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the academy, Examinations Officer, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

10. Coursework and Appeals against Internal Assessments

10.1: Coursework

Candidates who have to prepare portfolios should do so by the end of the course or Academy defined date.

10.2: Appeals against Internal Assessments

The Belvedere Academy is obliged to publish a separate procedure on this subject (Appendix 1); and which is also available from the Exams Office.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by 30th June to the Principal (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The Principal's findings will be made available in writing, copied to the Examinations Officer and recorded for awarding body inspection.

11. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

11.1: Results

Candidates will receive individual results slips on results days in person at The Belvedere Academy.

11.2: EARs (Enquiries about Results)

EARs may be requested by Academy staff or candidates if there are reasonable grounds for believing there has been an error in marking.

Individual students may request an EAR re-mark via the Examinations Officer, after they themselves have firstly discussing it fully with the relevant Curriculum Leader / Subject Leader. Any individual student who requests an EAR re-mark must meet the potential costs of this in full themselves.

(See Section 5: Exam Fees)

11.3: ATS (Access to Scripts)

After the release of results, candidates may ask subject staff to request the return of papers within three days following scrutiny of the results.

If a result is queried, the Examinations Officer, Curriculum Leaders, Subject Leaders, and the Associate Principal will investigate the feasibility of asking for a re-mark at the Academy's expense.

GCSE re-marks cannot be applied for once a script has been returned.

12. Certificates

Certificates are presented in person, collected and signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

The Belvedere Academy retains certificates for three years. They will then be returned to the appropriate Exam Boards.



The Belvedere Academy

Appendix 1:

Internal Appeals Policy for Internal Assessment Decisions relating to External Qualifications

The Belvedere Academy is committed to ensuring that whenever staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the Examinations Board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to her work, 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.

The existence of this procedure is made known to students and parents. This procedure is available from the Examination Officer and the Academy Website www.belvedereacademy.net

Appeals Procedure

- 1. Appeals should be made as soon as possible, and must be made two weeks before the end of the last externally assessed paper in the examinations series. (So the appeal must be made before a date in mid-June for the summer series as presently timetabled).**
- 2. Appeals should be made in writing to the Examinations Officer, who will in conjunction with the Associate Principal investigate the appeal. If the Examinations Officer or Associate Principal were directly involved in the assessment in question, the Principal will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Examination Officer or Associate Principal is not able to conduct the investigation for some other reason.**
- 3. The Examinations Officer and Associate Principal, or other member of staff will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the Qualifications & Curriculum Authority (QCA). This will be done before the end of the series (currently the end of June for the summer series). All**

investigations will be reported to the Principal as Head of Centre, before any final conclusions on the appeal are made.

4. You will be informed in writing of the outcome of the appeal, including any correspondence with the Examinations Board, any changes made to the assessment of your work, and any changes made to improve matters in the future.
5. The outcome of the appeal will be made known to the Principal, and will be logged as a complaint under the complaints procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
6. If the appellant is unhappy with the decision made, the parent or student may ask for a personal hearing, where the panel will consist of two persons not previously involved, normally including the Principal, Associate Principal, or Vice Principal.

After work has been assessed internally it is moderated by the awarding body (Examinations Board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of The Belvedere Academy and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant Examinations Board.

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The Belvedere Academy

Appendix 2:

Controlled Assessment Policy (Extracts for the Candidate)

Controlled assessment is a form of internal assessment where control levels are set for each stage of the assessment process: task setting, task taking and task marking.

Absence:

Curriculum/Subject Leaders will accommodate the occasional absence of a candidate by ensuring that an opportunity is given to them to make up missed controlled assessment. An alternative supervised session will be organised for such candidates.

Should a candidate miss controlled assessment sessions persistently and/or without prior notice her parents will be contacted by the Curriculum/Subject Leader in the first instance to discuss the situation.

Repeat Submission:

Candidates who wish to re-do their submission of a controlled assessment before the marks have been sent to the awarding body may do so, *at the discretion of the Academy*, under specified conditions.

Missed Deadlines:

Subject teachers and Curriculum/Subject Leaders will make every effort to support candidates so that they submit work to meet published internal deadlines. Where there is a danger of a deadline being missed, the Curriculum/Subject Leader will contact parents to discuss the matter.

However no controlled assessment will be accepted by the Academy after published final deadlines. In such cases the candidate will be given either a mark for any incomplete work submitted or a zero mark if no work is submitted.

Internal Marks:

All candidates upon request have a right of access to the marks awarded to them by the Academy for internal assessment. The Academy may inform candidates of the marks which have been submitted to the awarding

body, but in doing so must make it clear that those marks are subject to change through the moderation process.

Malpractice:

Candidates **must not**:

- Submit work which is not their own;
- Lend their own work to others or allow their work to be copied;
- Allow others access to, or the use of, their own independently sourced material;
- Use any books, the internet or other sources without acknowledgement or attribution;
- Submit work word processed by a third party without acknowledgement.

These actions constitute malpractice, for which a penalty, (e.g. disqualification from the assessment) will be applied.

- If irregularities in controlled assessments are discovered prior to the candidate signing the declaration of authentication this will be dealt with under the Academy's internal procedures. Details of any work which is not the candidate's own will be recorded on the authentication form supplied by the awarding body or other appropriate place.
- If irregularities in controlled assessments are identified by the Academy after the candidate has signed the declaration of authentication, the Principal will submit full details of the case to the relevant awarding body at the earliest opportunity.