

Dawlish Federation of Special Schools

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ACCREDITATION AT THE END OF KEY STAGE 4 POLICY AND PROCEDURES

AIM

The school's aim is to give all pupils the opportunity to gain external accreditation in a range of appropriate courses commensurate with their ability levels.

POLICY AND PROCEDURES

The school is registered as a National Centre with examination boards offering Key Stage 4 accreditation.

The Centre registration number is 54312 and this reference number should be used at all times when communicating with any of the examination boards.

The school's named examination officer and is responsible for collating exam entry details with the appropriate boards. Individual subject teachers entering pupils for external accreditation liaise with the examination officer regarding the actual entries, especially with reference to subject levels.

Decisions regarding which examinations are taken by individual pupils are taken at various stages through Years 10 and 11. The first provisional commitment will be made at the Annual Review held in the summer term of year 9. There will be occasions when pupils may wish to negotiate with subject teachers, the level at which they are being entered, for example upgrading from Entry Level to GCSE or from single award to double award.

Almost all pupils are entered for GCSE examination but where appropriate, pupils are entered for entry level examinations or other accreditation.

It is the responsibility of each subject teacher to make themselves conversant with the syllabus regulations for the course they are entering pupils. Specifically this refers to rules regarding arrangements for special considerations.

Pupils thought to require additional support because of their special needs are assessed before the end of Key Stage 3. Applications to examination boards are made as appropriate. Teachers have their own copy of the examination regulations and further copies can be obtained from the examination officer.

Following each examination, completed scripts are despatched to the relevant Examination Board at the earliest opportunity by first class post, proof of posting must be obtained. The posting of scripts is normally done on the day of the examinations. The proof of posting receipts are retained until results of the examinations are published in school.

Results of all examinations are disseminated to relevant teachers, as well as to pupils. Results will be published on the school's web site and made available in school after 10.00 a.m. on the dates of publication.

The Principal is responsible for reporting school exam results to Governors. This information will be published in the School Profile.

CODE OF CONDUCT

All examinations, including end of Module Tests, comply with the appropriate Board's regulations regarding seating arrangements, pupil/staff ratios, room conditions, timings and additional help where appropriate.

The examination officer, Mr Anton Prince and Head of School (education) are responsible for invigilation arrangements.

Examination papers, on receipt from the Board, are stored in a locked cabinet in a store cupboard in the Administration area of the school. The Exam's Officer and Head of School only have access to these papers as per Exam Board's regulations, (this is normally half an hour prior to the commencement of the exam). The examination officer distributes examination papers to invigilators.

There are always two members of staff invigilating examinations and both adhere to the Examination Board's Conduct of Examinations' regulations. Under no circumstances can staff offer assistance that would help pupils answer a question. This includes giving the meaning of a word or marking the pupils' answer paper.

A seating plan of the pupil's position in the room for the examination is made and handed to the examination officer for future reference.

Pupils are requested to remain in the examination room as per the board's regulations. However, if because of a pupil's special needs, they need to leave the room, strict supervision will be undertaken to ensure there is no possible interference with security and the validity of pupils' participation in the examination.

COURSEWORK

Staff must follow all examination rules relating to pupils' coursework. This includes dating all work. If staff have any doubts about the authenticity of any submitted piece of work they must first check with the examinations officer.