

## **Examination Entry Policy**

### **OVERALL AIMS**

- All year 10 pupils will be entered for OLA in French, Spanish or Irish.
- Every pupil will have access to external examinations whilst attending St Mary's College.
- Every pupil in years 13 and 14 will have access to an examination or examinations best suited to her needs including:
  - AS
  - A2
  - BTEC
- All post 16 courses will be at Level 3 except GCSE English and Maths.

### **OBJECTIVES**

These aims will be achieved by:

- Entering all pupils for at least 5 GCSE examinations or equivalent
- Providing a programme of Careers Education in Years 11 and 12 which will help pupils to make informed choices at Year 13.
- Involving parents in the decision making process for examination entry:
  - (a) Parents of year 10 pupils will attend information nights for year 11 option choices.
  - (b) Parents will attend information nights for post-16 examination choices.
  - (c) Parents will be invited to attend careers interviews with their daughter in Year 12
  - (d) Parents will be informed about courses of study available to their daughter at Parents' Year meetings.
- Parents of year 12 pupils will attend an information evening in relation to access to other schools through the Foyle Learning Community.

### **GUIDELINES FOR TEACHERS, HEADS OF DEPARTMENT/SUBJECT TEACHERS AND COLLABORATION OFFICER**

1. Teachers must complete an **examination entry form** for each exam class (September) and ensure that the correct exam details are correct (e.g. exam entry code, cash-in code if required, class code, date of entry – Nov series, Jan series, Mar series, Summer series)

2. The Collaboration Officer must complete an examination entry form for each link school that the pupils from St Mary's College attend as well as collect the examination data for pupils who attend St Mary's College from another school. This data must be given to links officer of each school as well as the exams officer of St Mary's College by 30<sup>th</sup> September.
3. Teachers are given marksheet data entry sheets to check, sign and date in advance of each examination series based on the information they have included in their September **examination entry form**. It is the Head of Departments responsibility that all the information is correct.
4. Mock examinations should be set for AS and A2 pupils.
5. All communications regarding examination entries and access arrangements should be given to the examinations officer. Parental consent must be sought if a pupil is being withdrawn. The Headmistress should be informed in writing of any pupil wishing to withdraw from a particular examination. She will then arrange for an interview with the pupil concerned.
5. Teachers entering candidates for examinations other than the boards listed below, will be responsible for their own entries.
  - CCEA
  - OCR
  - EDEXCEL
  - AQA
  - ASDAN
6. External examinations: One representative from each department should be present in the Assembly Hall to check attendance, examination paper and provide any additional information for the chief invigilator.
7. Heads of Department should post clearly on their department and also on the school website dates for GCSE, AS and A2 examinations so that pupils become familiar with them.
8. The school will pay for 1 entry per module for each exam. Resits must be paid for by pupils. Pupils will be informed via assemblies, emails and class teachers of the dates and costs of when resits must be paid for. Teachers of these pupils taking resits must encourage pupils to hand in resit fees to the examination officer.

## **GUIDELINES FOR EXAMINATION OFFICER**

1. The examinations officer will collect information from all subject teachers/heads of department in relation to exam entries including BTEC and Occupational Studies by 30<sup>th</sup> September each year.

<b>EXAM SERIES</b>	<b>DEADLINE DATE</b>	<b>RELEASE DATE FOR RESULTS</b>
November	23 <sup>rd</sup> September	12 <sup>th</sup> January
January	21 <sup>st</sup> October	9 <sup>th</sup> March
March	31 <sup>st</sup> January	13 <sup>th</sup> April
Summer: GCSE	21 <sup>st</sup> February	24 <sup>th</sup> August
Summer: GCE	21 <sup>st</sup> March	17 <sup>th</sup> August

#### **OTHER IMPORTANT DATES:**

- ASDAN: 6 weeks before official exam
  - Entry Level (CCEA): 31<sup>st</sup> January
  - Key Stage 3 Registration: 1<sup>st</sup> February
  - Essential Skills (CCEA): 21<sup>st</sup> April
  - KS3 Teacher Assessed Levels: 13<sup>th</sup> May
  - BTEC Registration: 30<sup>th</sup> September
  - Occupational Studies Registration: 30<sup>th</sup> September
2. The examinations officer will ensure that all entries, based on the data provided, will be entered on time for each examinations series to avoid late entry fees.
  3. The examination officer will follow JCQ Guidelines when applying for special consideration for any pupil who requires it.
  4. The Key Stage 4 SEN Officer will inform the examinations officer of any examination concessions which pupils are entitled to. This information will be forwarded to the Chief Invigilator at the beginning of each exam series.
  5. The examinations officer will ensure that correct procedures are followed in relation to invigilating exams with the Chief Invigilator and all the assistant invigilators.
  6. The examinations officer will download the results via EDI for each exam series and will forward a copy of this information to the Principal. On the morning of the official results, the examinations officer will give the relevant Heads of Department a copy of the results which are to be distributed to the pupils at an agreed time.
  7. The examinations officer will ensure that all relevant notices about exams will be placed both inside and outside the exam room following JCQ guidelines.

#### **GUIDELINES FOR PUPILS**

1. All St Mary's College pupils will sit their external exams at St Mary's College, including pupils who attend other link schools at GCE level.
2. All pupils who are sitting exams will be given a statement of entry detailing all exams they have been entered for. It is the responsibility of the pupil to check that all information on the statement of entry is accurate (e.g. Name, Date of Birth, Level of Entry – Foundation or Higher, Subject etc) and if there are any errors or

omissions they must inform the exams officer immediately. Pupils must pay an agreed fee for duplicate copies of their statement of entry.

3. A copy of the exam timetable for each exam series will be placed on the school website for pupils to access.
4. Pupils must be in full school uniform for all exams.
5. It is the responsibility of all pupils to come to all examinations prepared (e.g. pens, calculators, rulers etc)
6. All AM exams begin at 9.15am and all PM exams begin at 1.15pm. It is the responsibility of the pupils to be on time as the chief invigilator may refuse entry to exams if pupils are late.
7. Pupils are not permitted to have school bags, mobile phones, ipod's or electronic devices in the exam hall. If they are found with a mobile phone, their exam will be cancelled by the chief invigilator.