**St Michael’s Catholic Grammar School**

**EXAMINATION POLICY AND PROCEDURES**

**Founded by the Sisters of the Poor Child Jesus, a Voluntary Aided school in the trusteeship of St Michael’s Catholic School Trustee and a member of the Loreto Education Trust.**

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| **Approved by:** | **Headteacher** | **Date: March 2022** |
| **Last reviewed on:** | **March 2021** | |
| **Next review due by:** | **Spring 2023** | |

**Departmental Responsibilities**

To provide the Examinations Administrator with:

1. Accurate subject and module entry code details
2. Accurate candidate entry details
3. Organised coursework, including sample material in alphabetical order with all necessary paperwork included (front sheets on coursework, copy of assignments when needed, students’ declaration sheets signed, moderation sheets completed, additional breakdown lists of marks if needed etc.)
4. Changes to entries before final deadlines

Departments must also:

1. Store returned coursework from the summer until the end of October
2. Check entry details carefully and inform the Examinations Officer of any problems
3. Check results carefully and inform the Examinations Officer of any problems
4. Liaise with the Examinations Officer with regard to re-marks, request for return of scripts
5. Keep accurate records to ensure students are not entered for re-sits more than once.

**Examinations Administrator’s Responsibilities**

1. To pass on all materials received to relevant subjects
2. To enter students according to the wishes of the department
3. To inform departments of any changes to entries made by senior management
4. To parcel up and despatch coursework by the deadline date
5. To send coursework marks to the examination board
6. To deal with post results enquiries and requests for scripts
7. To organise access arrangements for candidates who require this

**Examination Entries**

If a student has followed a course leading to a public examination, the expectation is that they will be entered for that examination.

If a HOD identifies a student whom they believe should NOT be entered, this information should be passed to the Head of Key Stage so the case can be discussed with the SLT. All outcomes will be communicated to the department.

**Late Entries/Changes to Entries**

Once the deadline dates have been reached (as indicated on the entries sheets by the Examinations Officer) payment for changes will have to be met either by the department concerned or the student dependent on who is requesting the change.

**Re-Sits**

All re-sits are to be paid for by the student. Prices are available from the Examinations Officer.

**Examination Reviews of Marking**

Reviews of marking can lead to a student’s examination result going down, remaining the same or improving. Students must be aware of this and must sign to give their permission.

The cost of reviews will be met by either the department or the student (dependent on who is making the request)

**Return of Scripts**

The cost of this is met by either the department or the student (dependent on who is making the request). Students must sign to give their permission for the return of their scripts and scripts must be kept in accordance with the guidelines set down by the examinations boards.