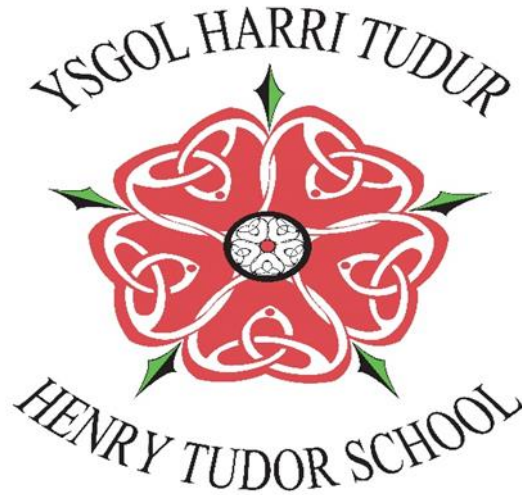


Ysgol Harri Tudur



Henry Tudor School

Exam Policy

[Autumn 18: amendments in blue](#)

Adopted by School Performance Committee: November 2011

Last Reviewed: Autumn Term 2018

Review Annually

Next Review: Autumn 2019

The Exams Policy Outline

The qualifications offered at this centre are decided by the heads of subject and approved by the Governing Body. At key stage 4, candidates will be entitled, and enabled, to achieve entry for qualifications from an external awarding body. All candidates should under normal circumstances enter appropriate external qualifications for all courses undertaken.

[The school will ensure that all candidates can access qualifications and the associated assessments. \(See Access Arrangements policy\)](#)

Candidates are selected for their exam entries by the Heads of Department and subject teachers. A candidate or parent / guardian can request a subject entry, a change of level or withdrawal from the examination, but ultimately the decision is a matter for the professional judgement of school staff.

The school will enter pupils for early and multiple entries in English and Maths if it is in the best interest of the pupil. External scrutiny of school performance indicators will not dictate entry policy. Entry decisions will be the responsibility of the Head of Department with agreement from the Head of Centre in the case of an early entry

Teachers who wish to withdraw students from an examination must provide a valid reason for doing so, justifying this with remedial action undertaken. A withdrawal form must be approved by the Head of Department and the Assistant Headteacher with responsibility for examinations.

Under normal circumstances there is no charge for examination entries to candidates or to departments. The exceptions are:

- Entries, changes of tier or withdrawals made beyond the authorised date – these may be charged to the department or candidate, depending on who initiated the change;
- Candidates who fail to sit an exam or fail to meet the necessary course requirements and therefore cause a late change of entry;
- Candidate initiated requests for enquires about results (eg re-marks);
- Re-takes as outlined below.

Re-takes

Candidates are allowed 1 free retake per subject in GCSE, AS and A2. In KS4, a condition of the retake is that the candidate's attendance to any revision classes provided by the department is compulsory. This includes any revision sessions arranged for out of school hours (given reasonable notice).

The cost of any additional retake is met by the candidate. In KS5, candidates are expected to order their papers back through the exams office for each subject they intend re-sitting the following year. Failure to do so means they forgo the free re-sits unless point scores improve significantly.

Retake decisions will be made in consultation with the candidates, subject teachers, head of post-16, exams officer and the heads of department.

Coursework / Internal Assessment

Candidates must submit coursework by the deadline set by the Centre. If this deadline is not met, staff have the right to refuse to accept or mark the work, even if this is before the absolute deadline for the examination board.

Appeals against Internal Assessments

Candidates may appeal:

- against the process leading to an assessment. There is no appeal against the mark or grade awarded
- if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification