



**ASHLAWN SCHOOL**  
*'A High Performing Specialist Academy'*

**EXAMS POLICY**

Policy & Procedure Number	AP0021
School Link:	Liz Cheney
On Website	<input checked="" type="checkbox"/>
<i>PRINTED COPIES ARE UNCONTROLLED</i>	

# Ashlawn School

---

## Policies on Preparation and entry for External Examinations

---

# CONTENTS

1. Ashlawn External Examinations Policy
2. Upper School Policy
3. Sixth Form Policy

-----

## ASHLAWN POLICY

1. External examination results are an important indicator of school effectiveness but not the only indicator.
2. Whilst it is understood that a variety of factors influence examination results, some of which are beyond school or departmental control, it is acknowledged that there are departmental-specific factors contributing to the effectiveness of our preparation of students. These include:
  - Teachers having high but realistic expectations of each of their students
  - Students having the requirements of their course and of each piece of assessed work spelt out to them in detail including the assessment scheme that will apply
  - The promotion of a dialogue between student(s) and teacher in which feedback figures prominently
  - An explicit, agreed and written departmental policy on the assessment and settling of assignments to be completed at home or in school
  - Regular, formal and minuted meetings between teachers which consider all or some of the following:
    - schemes of work
    - syllabus progress of parallel groups
    - student progress
    - differentiation
    - student difficulty
    - age specific concerns
    - exam level specific concerns
    - teaching styles
    - topic methods
    - departmental results
    - student motivation and control
  - regular, quick and simple progress reviews across a year group
  - involvement of departmental staff in groups working on curriculum content, teaching styles and developing subject specific skills.
3. The pursuit of excellence in examination performance is done with recognition that not all of a student's worth and skills are measured by these systems.

## UPPER SCHOOL EXAM ENTRY POLICY

It is school policy that ALL students should be entered for public examinations in courses which they are following.

Should a member of staff consider not entering a student then they should consult with their Head of Department. The Head of Department should ensure ALL of the points below are adhered to by the Subject Teacher.

The Subject Teacher should:

1. Have notified parents about concern over progress at least twice and by the December of Year 11.
  - copies of the letters, e mails, telephone logs should be passed to the Head of **Year 11** and the Head of Department.
2. Have already discussed these concerns with their Head of Department and the student's Form Tutor. The Head of Year 11 should also be informed.
3. Have discussed concerns with student and made every effort to ensure that the situation is rectified.
4. Discuss possible withdrawal from exam with the Head of Department, Head of Year 11 and the Deputy Head (students) before taking any action.

The Head of Year should:

- a) have co-ordinated and filed all written documentation/brief reports
- b) arrange meetings with students and parents for students whose progress is causing concern.

In exceptional circumstances a student may be withdrawn from some examinations to ensure success in others eg: long term absence. This will be arranged by the Deputy Head (students) and/or the Deputy Head (data) in consultation with ALL subject teachers and the Head of Year 11.

NB: the result expected at the end of the course should never be the only deciding factor.

## SIXTH FORM EXAMINATION POLICY

1. Our aim is to enter all Sixth Formers for Public Examinations at the end of their course.
2. Subject areas conduct regular reviews of students' progress throughout the course in line with the schools assessment policy.
3. Pastoral teams are responsible for the overall monitoring of student progress. Reports and contact with parents will follow the same procedure as for Upper School.

Should a member of staff consider not entering a student then they should consult with their Head of Department. The Head of Department should ensure ALL of the points below are adhered to by the Subject Teacher.

The Subject Teacher should:

- a) Have notified parents about concern over progress at least twice and by February of Year 13. Copies of the letters, emails, telephone logs should be passed to the relevant Head of Year and the Head of Department.
- b) Have already discussed these concerns with their Head of Department and the student's Form Tutor. The Head of Year 12 or 13 should also be informed.
- c) Have discussed concerns with student and made every effort to ensure that the situation is rectified.
- d) Discuss possible withdrawal from exam with the Head of Department, Head of Year, Head of Sixth Form & Director of Sixth Form before taking any action.

The Head of Year should:

- c) Have co-ordinated and filed all written documentation/brief reports
- d) Arrange meetings with students and parents for students whose progress is causing concern.

In exceptional circumstances a student may be withdrawn from some examinations to ensure success in others eg: long term absence. This will be arranged by the Head of Year 12 or 13 in consultation with ALL subject teachers and Head of Department.

NB: the result expected at the end of the course should never be the only deciding factor.

All discussions over entry should be carried out with appropriate bodies before entries are made with the Examinations Officer. In exceptional circumstances students may be withdrawn from entry (if all of the above has taken place.)