



NORTH BIRMINGHAM ACADEMY

PUBLIC EXAMINATIONS POLICY

Purpose

The policy supports the aim of the Academy to encourage and maximise achievement. We seek to give maximum credit to that achievement through the use of nationally recognised tests and examinations. The Policy also strongly supports North Birmingham Academy (NBA) values of equal access and opportunity.

Policy Guidelines

- Curriculum Leaders, supported by their line managers, will identify appropriate nationally recognised tests and examinations that give credit to student achievement in their curriculum area and meet the needs of students of different abilities and with different abilities and with different learning styles.
- The Assistant Principal (Director of Learning), supported by the Principal, will inform parents and prospective parents of the national tests and examinations available to students at NBA through: the annual prospectus; the annual Guided Option Choices at Key Stage 4 and the Academy's Newsletter. Parents will also be informed about the assessment process as it applies to particular cohorts of students so that they can be aware of the assessment components to be completed and the deadlines applying to these components.
- Parents will be invited in to participate in special information evenings on revision and particular aspects of the assessment process in order that they can offer maximum support to their sons and daughters within the official regulations.
- Students will be entered for national tests and examinations for which they have been prepared except when there are sound educational reasons for not doing so, or when there has been a written request by the student's parents that the student should not be entered.

External examinations will be taken at a time when students are at a level which will allow them to attain a high grade and not simply when they have reached a particular year group. We will follow the principle of "entry when ready" where practicable.

- A student will be entered for national tests and examinations appropriate to their ability. To ensure that staff and parents understand the procedures for national tests and examination entries, the Examinations' Officer will inform parents in writing, as

soon as is practicable, of the tests and examinations for which the students will be entered. This will allow parents adequate time to comment upon these entries.

- The Deputy Principal (Inclusion) will liaise with the SENCO, the ECM Manager and the Examinations Officer to ensure that all students receive appropriate assistance in tests and examinations if they are entitled to such assistance due to their Special Educational Needs.
- The Examinations' Officer will liaise with the attendance office and where necessary, Progress and Aspirational Leaders (PALS) to identify any students who through illness, legitimate and unavoidable absence or appropriate family circumstances may perform less well than expected in a test or examination. The Examinations' Officer will notify the relevant authorities accordingly.
- When it is anticipated that a student or group of students will be entered for a test or examination earlier than is usual or when they are to engage in a course of study that will lead to a qualification that is not 'common currency' in an academy, parents will be consulted by Curriculum Leaders in advance.
- All students, regardless of ability, will be entered for examinations in subjects that they study through to the end of year 11. Levels of entry will be determined in the final year and all students will be entered at a level commensurate with their progress.
- Study leave will be offered to all year 11 students at a time in the summer term when to continue a normal timetable would be impractical for both staff and students. This date is to be determined by the Principal each year and will normally be the day before the first major public examination.
- The cost of all fees for prescribed entries will be met by the academy, except where:-
 - The academy has determined that the student shall not be entered for an examination for educational or pressing social reasons but the parent wishes that an entry is made.
 - The academy agrees to enter a student for an examination for which the student has not been prepared by the academy.
 - A student, with parent request and agreement, is entered for an examination other than the one on the prescribed list.
- If a student fails without a good reason to complete the examination requirements for any public examination for which the academy has paid, the fee shall be recovered from the parents by the Examinations' Officer. So far as the academy is concerned, a student shall be deemed to have failed to complete the examination if he/she fails to complete any of the assessment components (coursework, controlled assessments or tests, practical tasks, orals or examinations) without good reason. The determination as to what constitutes "without good reason" shall be a matter for the

Principal to decide in consultation with other appropriate staff. The Principal will consider each case on its merits and shall inform parents in writing of any charge to be levied and the reasons for it.

- Examination and test results will be made available to students as soon as is reasonably practical. Arrangements will be made for former students to visit the academy to collect their results on the morning when the results are released nationally. Students still on role will be given their results as soon as reasonably practical following receipt by the Examinations' Officer, and checking by the Principal and Curriculum Leader.
- Appeals will be made against a level or grade awarded to a student or group of students if the Curriculum Leader, in consultation with the Principal considers that this is the correct course of action. The Principal will produce a list of students for whom appeals should be actively considered following receipt of the provisional examination results for Key Stage 4. Individual parents may be allowed to appeal against the GCSE grade awarded and will be advised to consult with individual Curriculum Leaders. In such cases the students' parents will be required to pay the appropriate fee to the examination boards prior to the appeal being submitted. All appeals must be made through the academy.
- The Principal will be responsible for the analysis and evaluation of all results, releasing information to the media and preparing a report for parents and Governors.
- The effectiveness of this policy will be monitored through:
 - i) Discussions between the Examinations' Officer and Curriculum Leaders.
 - ii) Discussion of the above with Year 11 students. The Principal will carry out this monitoring role.

Policy adopted by NBA Governing Body on:

Senior Leader with policy responsibility :

Date of next review :