



Elmfield Rudolf Steiner School

Examinations & Appeals

November 2018

Policy Tracker – Responsibility for monitoring this policy: Diana Ball (Education Lead) (Reviewed annually or in response to changes in legislation or LSCB operating procedures)			
Date	Reviewed and Updated By:	Role	Date Approved by the Council of Management
Dec 2018	Diana Ball	Education Lead	

Examinations and Appeals Policy

The majority of GCSE examinations are taken in the Summer Term of classes 10 and 11 respectively. Re-sit papers for GCSE Mathematics and English are available in November or May/June of Class 11. Re-sit candidates are required to pay their own entrance fees and a share of the invigilation costs where appropriate.

If pupils wish to sit additional examinations for subjects they are not taught here at Elmfield this is possible but will depend upon the subject and its specific examination requirements. Each request will be reviewed by the Examination Officer and the Education Lead. In all cases the cost of entry and any invigilation costs would be passed on to the parent/carer.

We will not enter pupils for public examinations before Class 10. Parents wanting their child to enter for a public examination prior to Class 10 must find an alternative examination centre.

All internal candidates will be assessed for their eligibility for access arrangements due to specific learning difficulties and if requested must provide medical evidence in good time.

In addition to conforming to the published regulations of the Examination Boards, all candidates entered for public examinations may be required by the School to work the full length of every paper for which they are entered.

Results of public examinations are published in late August for the Summer Examinations and at other times of the year as appropriate. Pupils who have left the School will be informed when their certificates have been received by the School and it is the responsibility of the pupil to collect and sign for the certificate(s) from Reception. Certificates will be destroyed in accordance with the Examination Board regulations in force at that time if not collected within the specified timeframe.

There is usually at least one examination inspection by the Joint Council for Qualifications (JCQ) and by Cambridge International Examinations (CIE) each academic year.

Post Results Service

As a small independent school all pupils who request a clerical recheck or a review of marking are supported in their request and this is actioned for them. Candidates are required to pay their own fees for this and both the candidate and the candidate's parent/carer must sign the consent form.

External Appeals – Appeals against Internal Assessment of Work for External Qualifications

Elmfield is committed to ensuring that whenever their members of staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments will be conducted by staff who have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided for marking between two or more members of staff, consistency will be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

1. Appeals should be made as soon as possible and must be at least one week before the end of the last externally assessed paper in the examination series.
2. Appeals should be made in writing to the Education Lead who will investigate the appeal.
3. If the Education Lead was directly involved in the assessment in question, the Education Lead will appoint another senior member of staff to conduct the investigation.
4. The Education Lead or other member of staff appointed will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of JCQ and CIE. This will be done before the end of the series. (Currently the end of June for the summer series.)
5. Students will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of work, and any changes made to improve matters in future.
6. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body (examination board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the School and is not covered by this procedure. Students with any concerns about this moderation process should ask the Examinations Officer for a copy of the JCQ or CIE appeal process as appropriate.

POLICY REVIEW

This document will be reviewed annually by the Education Lead.