

Eltham Hill School



Eltham Hill

SCHOOL

EXAMINATION ENTRY POLICY

Governors Committee: Curriculum
Date Adopted/Reviewed: April 2017
Date of next review: September 2018

For more information please call 0208 859 2843 or email info@elthamhill.greenwich.sch.uk

Eltham Hill School

Aim

For all Eltham Hill School students to be entered for an examination in every subject studied for examination at Key Stage 4 and Key Stage 5.

To this end the school will undertake the following:

- Payment of all examination fees for one sitting – this includes unit/module examinations.
- Payment of additional fees incurred where a student entry is made after the deadline date because they were not on roll at the deadline date

The school will not:

- Pay for the re-sitting of modules or for entry for modules in excess of the minimum number required for certification. These costs will be passed to departments. In exceptional circumstances an individual or group of students may need to re-sit or take additional modules. Payment in these cases will be at the discretion of the Principal, who should be consulted in advance of entry by the POD Leader.
- Pay for amendments made to the entry registers after the published deadline dates. This includes late entries/changes to tier/level of entry/withdrawal of entries. These costs will be passed to the relevant subject area groups making the changes.

It is the policy of the school that a student will normally be entered for an examination provided she has met the minimum requirements of the relevant course by the entry deadline and, in the judgement of the school, is predicted to pass.

Any withdrawals through lack of coursework made after the entry deadline will follow consultation with the Lead Practitioner, Year Manager and Principal. Parents will be informed, in writing, by the Exams Officer.

Absence from Public Examinations

The cost of entry to any public examination shall be met in full by the parents/carers of students who absent themselves from public examinations without a medical certificate or any other satisfactory explanation.

Exam Procedure for IB

Public Examination Boards specify rules for the conduct of their examinations. The IBDP Coordinators ensure that these are available to invigilators, the IBDP Co share the responsibility for the smooth and efficient conduct of subject examinations. Internal examinations are used as an opportunity to prepare students for public assessments.

The following are kept in mind while conducting Examinations.

It is the responsibility of teachers in charge of subject areas to ensure that all question papers and support materials are handed to the respective exams officer/IB Co-ordinator according to the deadlines set for a particular examination period. A Cover Sheet has to be completed for every examination. Subject teachers have to check with the Examination Coordinator that their papers have been correctly printed and that the required support material is available. All papers are required to be submitted with a marking scheme.

The Examination Coordinator ensures that after printing, papers should be sealed and kept safely. The seal should be opened in the examination room in the presence of the invigilators and students.

All the invigilators should be given a copy of the IB conduct of the examinations, which they will carry to the examination hall.

The seating arrangements are made according to IB norms.

Strict and ceaseless vigilance is a must.

It is mandatory for the students to carry only transparent zip lock bags/pencil cases into the examination hall.

Unless suitable arrangements are made for supervision, no student is allowed to leave before the end of the examination.

Any suspicious circumstance has to be challenged and investigated. Any material used for cheating is to be immediately confiscated and an immediate action should be taken for malpractice.

Any student detected or even suspected of cheating or disobeying instructions is liable to have his paper cancelled. A full report of such incidents will be submitted as soon as the exam is over.

In cases where unfair means are suspected students, will usually be allowed to complete their papers and the invigilator will deal with the situation in a way that causes minimum disturbance in the exam.

All external exams are invigilated by external invigilators throughout Key Stage 4 and 5. There is a designated area for the locked storage of all exam papers and Controlled Assessments. The exams officer is in charge of this area and it is locked at all times with a designated exams safe.