

Belfast Model School for Girls

Achievement for All



Public Examinations Policy

Agreed by Board of Governors: Jan 2007

To be reviewed: Jan 2010

Rationale

The Belfast Model School for Girls is committed to ensuring that each pupil fulfils her academic potential. The school recognises that public examinations play an essential part in a pupil's education and success in examinations is extremely important for our pupils in adult life, in further and higher education, in vocational training and in employment. Every effort is made to ensure that pupils are given the necessary support through every stage of the examination process.

Purposes

- All pupils have opportunities to attain a wide range of public examinations appropriate to their individual abilities, interests and aspirations.
- The school, as an examination centre, fulfils the requirements of the Examination Boards and the procedures as laid out in the Joint Council Procedures Booklet for the Conduct of Examinations.
- The school ensures that the environment in which examinations are conducted is a positive one in which students are able to concentrate, reflect and demonstrate what they know and can do with the minimum of disruption and uncertainty.

Guidelines

- Examination procedures are co-ordinated by the Examinations Officer, assisted by the Assistant Examinations Officer, in accordance with the Joint Council Procedures for the entry and conduct of examinations and the notification of results.
- Every effort is made to ensure that the responsibilities, rules of conduct and regulations governing the administration of examinations are well publicised so that the responsibilities of pupils, invigilators, parents and staff are clearly understood.
- Pupils are responsible for noting accurately the times, dates and venues for public examinations and being present as required.
- Pupils are responsible for supplying any items of stationery which are not supplied by the examination board e.g. pens, pencils, erasers, protractors etc.
- Provisional examination entries are collected from Heads of Departments at the beginning of the examination year. In subjects where tiers of entry are available, specific tiers are confirmed after the mock examinations in the Spring Term. Entries are then checked individually with pupils before dispatch to relevant examination boards.
- School pays examination fees within the guidelines of the school's Charges and Remissions Policy.
- Entries for re-sit examinations are always made at the discretion of the Principal advised by the Vice Principal (Senior School) and the relevant Head of Department. Pupils are required to cover the costs of resit examinations within the guidelines of the school's Charges and Remissions Policy.
- Year 12 pupils are entered for a range of examinations including GCSEs, GNVQs, Entry Level Qualifications, Occupational Studies and Certificates.

- Year 13/14 pupils are entered for a range of examinations including GCE AS and A Levels, AVCEs, GNVQs, Certificates and Diplomas as agreed with the Principal, the Vice Principal (Senior School) and the relevant Head of Department.
- When a pupil fails to satisfy the school's expectations in terms of attendance, attitude, completion of coursework and academic progress, she may be withdrawn from one or more examinations. The final decision in such cases rests with the Principal.
- All pupils are required to adhere to the school's uniform regulations during public examinations.
- The school makes special arrangements for any pupil who is deemed to have a learning difficulty which may disadvantage her in a public examination. These arrangements are detailed in the Regulations published by the Joint Council for General Qualifications. The arrangements may include:
 - the allocation of extra time
 - readers for candidates
 - the provision of an amanuensis
- The school makes provision for any pupil deemed to have experienced adverse circumstances which may affect her performance in public examinations. In such cases the Examinations Officer makes an application for Special Consideration to the relevant examination board.
- Examination results are available from school once published by the relevant examination board. If a pupil is unable to collect her own examination results then a copy of results will be made available only with written permission from the candidate or her parents/guardians.
- Post-results services are accessible to all candidates or their cares. Staff are present on the "Issue of Results" days to offer advice and assistance.

These policy Guidelines are translated into action through other policies and procedures, such as:

Assessment Policy

Special Needs Policy

Pastoral Care Policy

Charges and Remissions Policy