



# Examinations Policy

## Nugent House School

**Updated:** October 2019

**Review:** September 2020

Our aim is to maximise pupils' opportunities in preparing for and passing external examinations in as many curriculum areas as is realistic. At Key Stage 4, Nugent House School is committed to entering pupils for assessment in public examinations in all subject areas where it is felt the pupil has the ability to be successful. The school uses a variety of examination boards and syllabuses and teachers should continue to explore a range of syllabuses which examination boards offer in order to best meet the needs of the pupils at Nugent House School. Nugent House School is registered as an examination centre and at present the following boards are used: QCA, Edexcel, OCR and AQA, WJEC City and Guilds

In Year 10 and Year 11 pupils will study the core and foundation subjects of the National Curriculum, vocational courses and will also be offered optional courses in other subject areas in order that they may pursue these courses at GCSE level. Teachers who enter pupils for public examinations have a responsibility to ensure that the pupils are suitably prepared to sit the examination and that they have completed the necessary coursework to the highest standard.

Those pupils for whom it would be unrealistic to enter at GCSE level should be entered for Entry Level Certificate of Educational Achievement with the examination boards and should receive a Progress File for modules of work they successfully complete.

Teachers should explore a variety of methods for assessing and rewarding the success of these pupils at Key Stage 4 including the use of a range of examination bodies.

Each term all pupil's progress will be assessed formally. These results are reported to parents, guardians and user authorities.

The School's Examination Officer is responsible for all administration of the examination process. The Examination Officer is responsible for all communication with examinations boards. The Examination Officer is not, however, responsible for deciding what subject syllabus, level or exam group the pupils should be entered for. This is down to the professional judgement of the subject tutor based on the pupil's level of ability.

It is the sole responsibility of the subject tutor to furnish the examination officer with the relevant information as directed in time for entry to external examination, well in advance of individual Boards 'cut off' dates.