

CRITERIA FOR ENTERING STUDENTS FOR EXAMS

Policy Details	Date
Policy Written	Beck Beaumont
Policy Review by	Beck Beaumont
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Head of Centre Responsibilities

JCQ General Regulations for Approved Centres 2023-24

Section 5 - The responsibilities of centres

Centre management

5.3 It is the responsibility of the head of centre to ensure that his/her centre:

Delivery of qualifications

f) delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates;

JCQ Guide to Special Consideration Process 2023-24

Section 2 - Which candidates will be eligible for special consideration?

2.1 Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.

Background

As an inclusive education provider, Exmouth Community College strives to ensure that all students are able to become successful learners, have access to the appropriate courses and undertake exams for those subjects. On occasion this may mean an adaption to the level of course or to the expected pathway to meet the needs of the student.

There are onsite facilities which support students who have adaptations to a typical timetable. At Key Stage 4 REACH, Steps and the Study Centre are utilised to enable students to drop subjects or study in a more suitable environment to support their individual needs. There are also several offsite provisions available to support students who are not able to access onsite education at ECC such as Torlands.

Exam Entries

As part of the ongoing assessment process, discussions are held between the stakeholders (students, parents, carers, teaching staff, Subject Leaders, Heads of Year, SEND team, the Assistant Headteacher for KS4, the Exams Officer and Head of Centre) throughout KS4 to ensure that students are following the appropriate course/s. If on the rare occasion during these discussions it becomes apparent that a student is not capable of undertaking a qualification or it is not in their best interests, a decision will be made for the student to be removed from that subject. They will not then be entered for the exam.

For the majority of students accessing onsite provision, they will be entered into the examinations for all of the subjects they are studying as they will meet the special consideration criteria as they have been fully prepared and covered the whole course. There will be assessment and attendance evidence to support this and inform which tier to be entered for (where applicable). Meetings are held after each data capture point to monitor students and any concerns are discussed.

For the students who are not attending ECC and are educated offsite, it will be necessary to gain information to support their exam entries. At the start of the Spring Term, the alternative provider will be contacted and confirmation sought about the examinations they are to be entered for and confirmation that they have been fully prepared and covered the whole course. It is expected that this will be a reduced number of subjects due to the timetable covered by the alternative provider.

For those students who are not attending ECC or any alternative provider, it will be necessary to undertake an assessment in the Spring Term before February half term. This is to ascertain if the student is able to undertake the exam and is fully prepared; having covered the whole course. Arrangements will be made for the student to come into ECC and sit the assessments. Following this, a decision will be made as to whether it is possible for the student to be entered and for what subjects and tier. The individual circumstances of each student will be taken into consideration to ensure that the student is not being disadvantaged or put into an untenable situation and can meet the special consideration criteria of having been fully prepared and covered the whole course. Non-attendance to these assessments will mean there is no evidence to support the examination entries and therefore the student will not be entered.

The Head of Centre will retain the right to not enter a student if there is insufficient assessment and attendance evidence to meet the special consideration criteria and demonstrate that the student has been fully prepared and covered all of the course.

This policy should be read in conjunction with the Equality policy to ensure that all students are treated fairly and without bias