



# Regency High School Accreditation and Examinations Policy

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Authorised by: Chair of Governors

Date: May 2017  
Review Date: May 2020  
(Updated January 2018)

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Date: ..... *20.3.18* .....

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Date: ..... *20.3.18* .....

## **Accreditation and Examinations Policy**

Regency High School offers a range of externally accredited courses ranging from ASDAN Towards Independence to GCSEs and BTECs. Students follow courses and are entered for external accreditation after discussion between the subject teacher, student, parent/carer and an Assistant Headteacher. The range of courses is reviewed continually by teachers according to the learning potential of the students and consideration of new courses offered. Some students attend local colleges and learning centres and work towards and achieve accreditation through those link courses.

Regency is registered with the Joint Council for Qualification. Courses are followed from the following awarding bodies: OCR, WJEC, Edexcel, ASDAN, NOCN and AQA.

The Examination Officer receives continual professional development on her role through mailings and access to a consultant. Pupil entries for examinations are made online by the Examination Officer.

The school frequently reviews the policy in relation to the conduct of examinations and the use of amanuensis.

Results are celebrated in school, usually at the end of term or year assembly, the leavers' assemblies and the Presentation of Certificates Ceremony in November. Results are also published to parents/carers and governors in accordance with Department for Education guidelines.

### **Arrangements for Internal Appeals about Internal Assessment Decisions and Enquiries about Results**

Relevant document: JCQ Information & Guidance for Centres on Enquiries about Results & Access to Scripts.

In the case of a student or parent/carer enquiry complaint, discussion will take place between the student, subject leader, Examination Officer and an Assistant Headteacher.

If a student or parent/carer disagrees with the decision by Regency High School not to support an enquiry, the Headteacher will meet with the student and parent/carer to resolve the matter.

In an enquiry is supported by Regency High School the guidelines and procedures are laid out clearly in the Examinations Appeals Policy.

### **Conflict of Interest**

Conflict of interest in regards to the delivery of accredited courses may occur if a teacher is teaching a relative, for example. If possible, and there is a parallel group running, the pupil will be taught by a different teacher who is also a subject specialist. If the teacher is the only available subject specialist then all assessment decisions will be moderated by an Assistant Headteacher to ensure fairness and robustness of the process.

### **Document Retention and Secure Storage**

The Examinations Officer has a private, locked office with its own safe for the secure storage of Examination Materials. Once completed, exam papers are returned to this office where they are packaged and taken for posting on the day of completion, with appropriate records kept to confirm which papers have been posted.

Where pupils' work is included in their submission for internally accredited courses/units/modules, this work should be kept safely in school until the end of October, following the submission date. This applies whether the work is sent to the exam board and returned or remains in school. Subject teachers should ensure that work is secured in locked cupboards. It can be given to pupils after the end of October, following the academic year it has been completed.

### **Satellite, Partnership and Third Party Agreements**

Currently, Regency High School does not operate any satellite, partnership or third party agreements in relation to accreditations delivered by the school. The qualifications for which Regency High School is the examination centre are delivered entirely by our school staff, solely for our pupils. Some pupils go to other establishments such as local colleges for some of their learning and they are registered with those centres for the courses they follow; these centres enter pupils for accreditations directly. Staff from Regency High School visit these centres to ensure the delivery is in line with expectations.

### **Independent Quality Assurance (IQA) Sampling Strategy**

A Work Scrutiny programme runs throughout the school year which affords regular opportunities to assess the quality of work that pupils have completed, across all subjects. This provides a 'light touch' approach to quality assurance of accredited work. Should any concerns be identified, these would be raised with the teacher and/or subject leader (if they are different people) and a plan implemented to ensure standards are met and maintained. Any plan would be monitored by an Assistant Headteacher. This would be particularly focused if, for example, a new teacher was involved or new units were being delivered. A more formal approach to quality assurance of accredited work would be carried out early in the summer term where any work that is being submitted for accreditation would be moderated by Assistant Headteachers, before being sent to the exam board.