



# The Priory School of Our Lady Of Walsingham



## ELC, FS, GCSE and A Level Examinations Policy

Reviewed by: Executive Committee

On: .....

Next review due: September 2024

Signature of Principal .....

# Examinations Policy for ELC, FS, GCSE and A Level Examinations

## Pupils are expected to:

- Complete NEA (Non-Examination Assessment, which includes coursework and controlled assessment) by the given deadline.
- Complete work to a standard which reflects their ability.
- Behave in the appropriate manner at all times enabling effective learning to take place.
- Read and abide by 'Information for Candidates' from JCQ

## Parents have a responsibility to:

- Pay the appropriate School Fees by the due date.
- Pay the required Entrance Examination Fees by the due date.
- Pay Withdrawal Fees by the appropriate date if necessary.
- Co-operate with the School with regard to late work.
- Ensure that pupils have a quiet area where they may complete their studies.
- Ensure that all the relevant equipment is supplied to the pupil for the course that they are undertaking.
- Contact the School if a pupil maintains that homework has not been set.

## Staff have a responsibility to:

- Prepare lessons and materials appropriate to the needs of the pupils and course.
- Deliver the necessary material in the most effective way possible for the individual. Support each pupil with regards to difficulties, should they arise.
- Contact the parents if homework/NEA is late.

## Reminders

- Study leave. Priory School does not allow study leave. ALL study takes place in School during the examination period so that tuition is available. We alter the timetable during this period to benefit all examination candidates.
- If NEA is not completed by the due date, pupils will receive a zero mark for that component of the course and may consequently be withdrawn.
- All fees must be paid by the required dates.
- Pupil behaviour is of paramount importance in lessons and examination: a pupil responsible for disruption may be withdrawn from a course at the Principal's discretion.

## Appeals

Please see 'Appealing Against Examination Results Policy'

## Appendix

Please see: [Information for candidates documents - JCQ Joint Council for Qualifications](#)

Authorised by the Principal, Mr David EJJ Lloyd

September 2023