

Feltonfleet School

Examinations Policy

Exams

Years	Winter	Easter	Summer
3 and 4	No Examinations	No Examinations	Core Subject Tests
5	No Examinations	No Examinations	Full Examinations
6	No Examinations	No Examinations	Full Examinations
7	No Examinations	Full Examinations	Full Examinations
8CE	No Examinations	Full Examinations	Full Examinations x 2

Exams take place in February, the week before half term, for Years 7 & 8 and immediately after half term in the summer for all year groups, at the same time as the CE candidates are sitting their exams, (the first full week in June). Appropriate Scholarship papers are taken in the Spring Term. Subject Leaders are asked in advance of the production of the exam timetable how many papers they want their candidates to sit and how long the exams should be.

Teachers of forms in the Junior School make their own arrangements for examinations under the supervision of the Head of the Lower School.

Year 8CE candidates sit their final examinations in the PAC. Years 6 and 7 will sit their examinations in the Sports Hall. Year 5 are allocated appropriate classrooms (often their own form room) where they stay until the end of all school exams.

The Assitant Head: Teaching and Learning prepares an examination and invigilation timetable. Invigilation involves ensuring that the exams are conducted in a proper manner. Question papers should be secured in an envelope and put into the exam boxes in advance. Invigilators, unless informed otherwise, should return answer papers to the relevant Subject Leader. All results are given as percentages.

Subject Leaders enter exam results onto an assessment sheet provided by the Director of ICT on the school's intranet system in advance of this date. Exam results are shown on the pupil's report together with the class, set or year average. (There is also an appropriate page in Planners where results may be entered.)

J. Ashfold
Assistant Head: Teaching and Learning
March 2011
Next Review: March 2012

Where individuals really matter