



Y13 Exam and Intervention Policy

Where teacher assessments and internal data suggest a student is significantly underachieving in a subject, the school reserve the right to intervene and engage in discussion regarding continuation with that subject at any time during the Year 12 or Year 13 academic year.

This is to enable more support to be given to ensure the subject(s) they remain on are more likely to be successful. When a student is identified as requiring support in a particular subject, an agreement will be reached about the support to be offered alongside the required engagement from that student. The agreement may include conditions about levels of attendance, attitude to learning as well as attendance at additional lessons, study intervention sessions or submission of additional work. The academic monitoring process is outlined below.

Stage 1: Two Grades below target in a subject following mock examinations/assessments.

Stage 1 is a supportive measure to enable students to improve their grades. Students will work supervised on specific topics given by their subject teachers and additional studies will be added to their timetable for this. Students will have a consultation with Deputy Head of Sixth Form/Head of Sixth Form, and parents are contacted by phone and letter.

Stage 2: Two Grades below target in subject/s for a second consecutive term/assessment.

Stage 2 is as above, including a parental meeting with a member of Sixth Form Staff to agree a bespoke action plan to support improvements. Parents are informed and receive a copy of the agreed action plan.

Stage 3: Two Grades below target in subject/s for a third consecutive term/assessment.

Stage 3 is as above and will require a meeting with the Head of Sixth Form to evaluate ways forward and discuss strategies to promote successfully continuing in Sixth Form at North Oxfordshire Academy. Final Action plan implemented and suitability for continuing in 6th Form reviewed. Failed Stage 3 – Meet with Assistant Principal and Head of Sixth Form to discuss purpose of continuing to attend North Oxfordshire Academy Sixth Form.

Mock exams and U grades

Students will need to re-take their examination if they receive a U grade in an assessment. Students who receive a U grade will automatically be required to attend a stage 3 meeting to look at suitability of courses/6th form.

Students need to demonstrate they are prepared for their A Level/BTEC exam. If they cannot demonstrate this, they will not be entered for their examination.

Charging for Examinations

The school reserve the right to charge students for examinations if they fail to meet the requirements for attendance and coursework. A student/parent will be required to pay for the examination:

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- Where the required attendance or completion of work has not been achieved (90% is the benchmark)
- Where the student has failed without good reason to sit the examination for which the institution has paid
- Where a student resits an exam with the aim of achieving marginal improvements in grades

Conduct in Examinations and Mock Periods

Students are expected to sit an exam they have been entered for (as above). Students are required to attend every examination and come prepared for their examination with their materials. JCQ guidelines highlight rules within examinations which candidates must follow, and these are shared with students.

As a *minimum*, the conduct we expect from students in examinations/mock exams is as follows:

- Students are registered and ready to enter the examination room at least 15 minutes before the exam is due to start
- Enter the room calmly, silently and remove phones and bags from their person
- Take in pens, pencils etc for their examination
- Follow the instructions from the exam invigilator and upon completing the test, wait for instructions on leaving the room.

In no circumstance should students:

- Have a phone, apple watch or electronic device on their person. If spotted, this will need to be reported and is deemed malpractice. This will be reported to the examining body pending an outcome
- Talk, or communicate in any way with students in the examination room
- Enter an examination room if the exam has already started.

Punctuality for Examinations

Students who are running late for examinations, will not be permitted to enter the room. Students should not disturb the exam conditions, and this is a breach of practice as outlined by JCQ.

If a student is unable to attend a mock exam or summer examination due to illness or an extenuating circumstance, we will need to contact the exam officer who will then inform the exam board/JCQ. Next steps will be explained to the student and parent