



Policy for Practice Exams – 2020/21

This policy has been written in the event of June 2021 GCSE examinations being cancelled due to the coronavirus pandemic.

The Roundhill Academy will ensure that:

- The Year 11 practice examinations are conducted in line with JCQ standards to ensure that the results can be declared valid should mock examination results (practice exam results) be required to be used by the awarding bodies in summer 2021.

Marking

The Roundhill Academy will ensure that:

- Teachers mark and record raw scores and grades in line with official previously published grade boundaries.
- All exam scripts and marks are moderated by the Headteacher to ensure that results are standardised and valid.
- No examination scripts or results are shared with students prior to the internal results release date of Friday 4 December.

Examination results feedback

The Roundhill Academy will ensure that following the issue of results:

- Teachers show students their marked scripts and provide feedback on responses.
- Students will be permitted to annotate with **purple pen** only as part of the feedback process.
- Students do not tamper with scripts after marking other than the purple pen review.
- All scripts are collected at the end of the review lesson and are retained by the school as part of the portfolio of evidence.

Students who miss an examination

In the event of a student missing one or more practice examinations The Roundhill Academy will:

- Ensure that the missed paper(s) are taken at the earliest opportunity upon return to school. Students must take responsibility for notifying the Examinations Manager of their return.

In order for a practice examination to be considered a valid attempt the paper must be sat at the same time as the others in the cohort and be invigilated by staff appointed by The Roundhill Academy.

Practice examinations taken later than the published date will not be considered a valid mock result but will be used as a portfolio of evidence when ranking students if the school is required to follow the procedures used for the June 2020 examination series.