



ST JAMES
Senior Girls' School

Public Examination Policy

St James Senior Girls' School

Aims and objectives:

Highest grades possible

Our foremost aim is to ensure that every pupil achieves the highest public examination grades of which she is capable.

Number of subjects

The number of subjects that each pupil sits at GCSE or A Level will need to provide her with the optimum chance to achieve high grades and, where necessary, pupils may be required to reduce the number of subjects in light of their progress and attainment. Therefore, in certain circumstances, a pupil may start her examination courses with a greater number of subjects than she ultimately sits exams in.

Qualifying to start the course

To start the GCSE course in a subject, **pupils must pass the relevant summer exam in Year 9**. Pass marks are communicated to parents/pupils before the start of Revision Week. Pupils will have one opportunity to resit the exam if they do not reach the required standard during Exam Week.

To start the A Level course in a subject, **pupils must attain the required grade(s) at GCSE** (usually a 7 or A grade). The grade requirements for each subject are published to parents in advance of them making their choices.

To continue with a subject to A Level in Year 13, **students must usually attain at least a 'C' grade** in the Year 12 Summer examination (depending on their Alis prediction).

Tracking progress:

Half-termly attainment grades - Years 11 and 13 - Autumn and Spring Terms

Each teacher will formulate two attainment grades for each pupil at half term and end of term, one indicating the level at which the pupil is **currently working** (in relation to GCSE/A Level standards) and another indicating a 'projected' final grade based on her current rate of progress.

These grades will be based on marks from tests, past paper practice and other written tasks and will be communicated to parents. The Head of Sixth Form will monitor the grades for Year 13 and the Head of Upper School will monitor the grades for Year 11 to ensure that pupils are making good progress and to follow up any poor attainment or unsatisfactory progress.

Parent/teacher interviews - Autumn Term

Year 11 - guidance will be given for the Christmas revision period; progress over the Autumn Term will be discussed; any pupil currently working significantly below their expected standard will be flagged up as a concern to parents; a warning will be given that significant improvement in attainment will be required by the mock exam in January if a pupil is to be entered for the subject.

Year 13 - progress over the Autumn Term will be discussed; any student working significantly below their expected standard in the autumn topic tests will be flagged up as a concern to parents and, where necessary, may be required to drop one of her subjects at this stage (end of Autumn Term) in order to improve her attainment in her remaining subjects.

Mocks - Year 11 - January

Any pupil working significantly below their expected standard will be required to re-take the mock examinations in that subject after the Spring Half Term. If the pupil fails to achieve the specified target in the re-take, a meeting will be convened to discuss her progress and to decide whether or not she should continue with the subject.

Mocks - Year 13 - February

Any pupil working significantly below their expected standard will be required to re-take the mock examinations in that subject at the beginning of the Summer Term. If the pupil fails to achieve the specified target in the re-take, a meeting will be convened to discuss her progress and to decide whether or not she should continue with the subject.

| | |
|-------------------------------------|---|
| Signed by: | Hugh Venables Chair of Governors |
| Date of adoption of this policy | January 2022 |
| Date of last review of this policy | Autumn 2021 |
| Date for next review of this policy | Autumn 2022 |
| Policy owner (SMT) | Deputy Head (Academic) |