



Procedure for SATS examinations

December 2016

Reviewed and approved by the Executive Principal on 12 December 2016

The date of the next review is **December 2019**.

Sentamu Academy Learning Trust

Purpose of the Policy

SALT is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- the workforce is well informed and supported;
- all centre staff involved in the exams process clearly understand their roles and responsibilities;
- all exams and assessments are conducted in accordance with awarding body regulations, guidance and instructions “*to ensure that the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute*” [exam candidates understand the exams process and what is expected of them.

This exam policy will be reviewed every three years by the Executive Principal; the date of the next review is **December 2019**.

Roles and responsibilities overview (Primary)

Head of centre

The head of centre is responsible for ensuring that all examinations/assessments are conducted according to the instructions issued by the DfE. Within these parameters however, s/he has the discretion to conduct the exams in a way that gives all pupils the greatest chance of success. Specifically, these include:

- Any special considerations needed as a result of a specific behavioural/social or emotional need. These needs might, for example, lead to pupils sitting the exam in separate rooms or in a specific seating position;
- Any special considerations needed for a specific learning condition. This could include, for example, the use of a C-Pen for students to attempt the writing or maths papers.