



Pupil Exam Induction Policy

Status:	JCQ Requirements
Responsible Person:	Headteacher / Exams Officer
Review Date:	September 2019

Pupil Exam Induction Policy

Aims and objectives:

Penkford School aims to enable pupils to have all necessary information that will ensure their safety, as well as provide necessary guidance in starting and completing their course. One of the main objectives of Penkford School is to integrate pupils academically and socially, as it will benefit the pupil's study process.

Scope of the policy

This policy will apply to all courses delivered at Penkford School.

The induction

The induction process will be carried out on a face-to-face basis. All new pupils are required to undertake an induction specific to the subject course. All pupils will also receive an induction on how to use any necessary equipment that is used in the pupil's subject course.

The induction has to be completed prior to the course commence including where applicable health & safety, fire safety arrangements, toilet facilities, water and food arrangements as well as any other relevant information necessary to the pupil's safety and comfort.

Introduction to the subject course:

- Aims and objectives of the subject course.
- Introduce the teachers and teaching assistant that will be working with the pupil(s).
- Explain the course timetable including an explanation of the course structure, activities and assessments.
- The introduction of the pupils and integration.
- Discuss attendance procedures.
- Provide clear information about assessment procedures.

Pupil Support

Penkford School will use a mixture of different learning styles and support strategies to enable learning to all pupils. Pupils with learning difficulties or other special needs will have access to the testing procedures required for Access Arrangements to be applied for and put in place where the need meets the guidelines issued as per the exam board's procedures.

Policies and procedures

The induction will provide sufficient explanation of Penkford School's policies and procedures as well as explaining the staff and pupil's rights and responsibilities. Pupils will also be inducted in the following procedures:

- Registration
- Teaching assistant support
- Attendance standards
- Deadlines
- Assessment arrangements
- Equality, diversity & disability
- Plagiarism
- Malpractice
- Appeals
- Making complaints
- Confidentiality and Data Protection

Resources

Penkford School's teachers will ensure all pupils have access to the resources and equipment needed to complete the subject course and where needed ensure pupils have the necessary guidance in how to use the resources for example PowerPoints and using e-portfolios.

Pupil feedback

We are committed to listening to all our Pupils and taking on board their feedback through our teaching and learning survey and evaluation.

Assessment

The induction will explain the assessment process in detail. Pupils are encouraged to ask questions to ensure that they are fully aware of their assessment arrangements.

General

Finalising the induction process, staff will answer pupil questions ensuring all pupils know and understand the requirements of the subject course.

Follow up

During the induction staff will re-enforce the induction topics to check if the pupils still understand all the information given at the induction date.

Monitoring of the policy

This policy will be reviewed annually by the leadership team.