



COLLEGE POLICY DOCUMENT

Foundation Review of Results and Action Planning

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This policy has been set up to ensure that all foundation humanities students within the college have an ongoing review of performance based on overall objectives.

The review will take into account their results from term 1 exams they take in January of each year.

The process will be as follows:

- Once the January results have been moderated and confirmed these will be reviewed by the Head of Humanities (HoH), the Head of Science (HoS), the Principal and the tutor (if applicable) using the information shown below.
- The HoH will compile a spreadsheet showing all relevant information:
 - Name
 - Nationality
 - UCAS ID
 - UCAS username
 - UCAS password
 - Results per subject
 - Overall results for the exam series
 - University options and entry requirements
- Any students failing behind their key objections will then be asked to attend a meeting with the HoH/HoS and tutor (if applicable) where a plan of action for improvement will be discussed and agreed.

- The plan of action will then be signed by the student, HoH and the tutor (if applicable) and kept on the student's file.
- The parents and or agent of the student will be informed of the plan and given a copy.
- The HoH and tutor (if applicable) will then review the action plan at the weekly tutor meetings and take appropriate action if the student fails to achieve the laid down weekly goals / objectives.
- The next review will follow the research exams / re-take exams and the same process highlighted above will be followed.

It is hope that the micromanagement of struggling / underperforming students will give them a much better chance of achieving their goals / objectives.

The review process for Art based students will take place just before the February half term.

Reviewed: July 2016.

Next review: August 2017.