

## **Kings Tirana External Assessment & Final Assessment Policy**

### **1. Purpose**

This policy establishes the principles governing participation in prescribed external assessments and examinations, final assessment, and the relationship between internal assessment and externally validated attainment at Kings Tirana.

It ensures that:

- students complete the full academic pathway delivered by the School;
- prescribed external assessment is treated as an integral part of the relevant course, subject, year group or programme;
- internal assessment supports learning, progress monitoring and intervention;
- exceptions are applied consistently, transparently and in the best educational interests of students.

This policy operates within the Kings Tirana Policy Governance Framework. It defines decision rules; detailed administrative processes shall be maintained separately through applicable SOPs.

### **2. Scope**

- This policy applies wherever Kings Tirana prescribes an external assessment or examination as part of its academic programme, including, where applicable, externally assessed examinations or assessments undertaken in Year 6, Year 9, GCSE/ International GCSE, A-Level, Advanced Level Foundation, and any other externally assessed programme or qualification delivered by the School.
- It applies to students, parents, academic leaders, teachers, the Head of Centre, the Registrar and examinations function, and other staff involved in assessment, reporting or examination administration.
- The policy does not govern detailed examination administration, access arrangements, special consideration, malpractice or other operational examination-board processes. These shall be governed through applicable regulations and School SOPs.

### **3. Core Principles**

#### **3.1 Integrated Programme Principle**

External assessments and examinations prescribed by the School form an integral and mandatory component of the Kings Tirana academic programme. Enrolment in the relevant year group, course, subject or programme includes the requirement to participate in the prescribed external assessment or examination, except where an applicable waiver is formally approved.

Kings Tirana does not offer an alternative internal-assessment-only route in place of a prescribed external assessment or examination.

#### **3.2 External Validation Principle**

Where a prescribed external assessment or examination has been completed and an external result has been awarded, that result shall constitute the final attainment outcome for the relevant externally assessed course, subject or programme, where permitted by applicable regulation and subject to any approved grade-conversion requirements.

### **3.3 Internal Assessment Principle**

Internal assessment remains essential throughout the academic programme. It shall be used to monitor attainment and progress, identify learning gaps, inform targeted learning and intervention, communicate progress, inform predicted attainment and readiness for external assessment, and support academic quality assurance

Internal assessment does not ordinarily replace a prescribed external assessment as the final measure of attainment.

### **3.4 Student Achievement Principle**

A student's final attainment shall reflect the attainment ultimately demonstrated through the applicable final assessment. An external result may therefore be higher or lower than preceding internal grades and shall not be artificially restricted by previous internal attainment.

### **3.5 Academic Integrity Principle**

Decisions concerning external assessment entry, withdrawal or waiver shall be based on the student's educational circumstances, applicable regulations and the integrity of the academic programme. A student shall not be withdrawn from an external assessment for the purpose of protecting or improving School performance statistics.

## **4. Decision Framework**

### **4.1 Mandatory Participation**

Students shall participate in all external assessments and examinations prescribed by the School for their applicable year group, course, subject or programme. Such participation is part of programme completion and is not an optional additional service or a separate academic route.

A parent or student preference not to obtain an external result or qualification does not, by itself, constitute grounds for non-participation, except through the Transitional Examination Waiver available to eligible pre-policy enrolments during 2026/27.

### **4.2 Final Attainment**

Where the prescribed external assessment has been completed and a final external result has been awarded, that result shall constitute the student's final attainment grade or outcome for the relevant externally assessed course, subject or programme, where permitted by applicable regulation.

Where necessary for the official School reporting system, an external result may be translated into the applicable reporting scale in accordance with an approved equivalence methodology.

Internal grades issued before completion of external assessment remain valid records of attainment at the relevant reporting points but do not override the final externally validated result.

Where external results are released after the normal end-of-year reporting cycle, the School may issue an interim or provisional report followed by the final academic record once the external result becomes available, subject to applicable regulatory requirements.

#### **4.3 Non-Participation Without Waiver**

Where a student does not complete a prescribed external assessment or examination and no applicable waiver has been approved, the relevant externally assessed course, subject or programme shall be considered incomplete.

The student's final School record shall therefore be recorded as INC - Incomplete: Mandatory External Assessment Not Completed, or an equivalent designation required by applicable regulation.

An internal grade or School report shall not constitute an alternative route to completion of the prescribed externally assessed programme.

INC is distinct from an externally awarded Ungraded (U) result. A U grade remains an examination-board outcome and shall not be used merely to designate a student who did not participate.

#### **4.4 Exceptional Examination Waiver**

A student may be exempted from a prescribed external assessment or examination through a formally approved Exceptional Examination Waiver where objective circumstances justify departure from the normal programme-completion requirement.

A waiver may be considered where:

- documented medical circumstances materially prevent participation;
- significant additional educational needs or exceptional access circumstances make participation inappropriate and cannot reasonably be addressed through available arrangements;
- the student joined Kings Tirana sufficiently late that the required programme could not reasonably have been completed;
- the Academic Team has formally approved a change of academic pathway or withdrawal from the relevant course or subject;
- bereavement, serious family circumstances or force majeure materially prevents participation;
- external assessment availability or regulatory circumstances beyond the student's control prevent participation; or
- another exceptional educational circumstance makes participation demonstrably contrary to the student's educational interests.

Exceptional Examination Waivers shall be documented, evidence-based and formally approved by the Academic Team in accordance with the authority structures defined by the Governance Charter and Delegation Matrix.

#### **4.5 Circumstances That Do Not Normally Justify an Exceptional Waiver**

- a preference to avoid external assessment or examination fees;
- concern that an external result may be lower than an internal grade;
- a preference to rely exclusively upon the School's internal report;
- the fact that a future school, university or intended destination does not require the external result or qualification;
- concern that an external result may negatively affect the student's academic record;
- a general parent or student preference not to participate; or
- a desire to reduce assessment workload while remaining enrolled in the corresponding externally assessed programme.

#### **4.6 Exceptional Absence**

A student who has been properly entered for an external assessment but is unable to participate because of illness, emergency or another qualifying circumstance shall not automatically be treated as having elected not to participate. Applicable examination-board or regulatory provisions concerning absence, special consideration or other authorised arrangements shall be considered before the School determines the student's final status.

#### **4.7 Alternative Assessment Following an Approved Exceptional Waiver**

An approved Exceptional Examination Waiver does not automatically determine the student's final grade or outcome. Where applicable regulation permits, the School may determine an alternative internal outcome using sufficient and reliable evidence of attainment.

Any alternative assessment shall be academically defensible, cover the relevant taught curriculum, be consistently applied, be clearly distinguishable from an externally awarded result or qualification, and be documented in the student's academic record.

### **5. Transitional Examination Waiver - 2026/27**

This Policy shall be published and take effect in October 2026 on the date approved and communicated by the School.

From its effective date, prescribed external assessments and examinations shall constitute part of the normal completion requirements of the relevant Kings Tirana academic programmes.

Students whose enrolment or re-enrolment for the 2026/27 academic year was completed before publication of this Policy shall, during the 2026/27 academic year only, be eligible to request a Transitional Examination Waiver.

The Transitional Examination Waiver recognises that the student enrolled or re-enrolled before the mandatory external-assessment requirement and associated final-assessment consequences were formally established under this Policy. It therefore does not require the exceptional circumstances specified in Section 4.4.

The waiver must be expressly requested by the parent or, where applicable, the student and formally recorded and approved by the Academic Team. Non-participation shall not be presumed from failure to pay examination fees, failure to register or informal communication.

Where a Transitional Examination Waiver is granted, the student's final internal grade or outcome shall be determined under the assessment arrangements applicable to the transitional cohort, and the student's record shall not be marked Incomplete solely because the prescribed external assessment was not completed.

The Transitional Examination Waiver expires at the end of the 2026/27 academic year and creates no entitlement to a waiver in any subsequent academic year.

From the 2027/28 academic year, all students enrolled in programmes containing prescribed external assessments shall be subject to the standard participation, final-assessment and Exceptional Examination Waiver provisions of this Policy.

## **6. Roles & Responsibilities**

The Academic Principal is the operational owner of this policy and is responsible for ensuring consistent academic application across the School.

The Academic Team is responsible for considering and approving waivers within the authority structures applicable to the School.

The Head of Centre is responsible for ensuring that examination participation and related decisions remain consistent with applicable examination-board requirements.

The School Principal ensures that School reporting and official academic documentation comply with applicable School and regulatory requirements. Relevant academic leaders and teachers provide evidence required to inform readiness, pathway and waiver decisions. The Registrar and examinations function maintain the records necessary to support implementation, traceability and reporting.

All responsibilities under this policy operate within the authority established by the Governance Charter and Delegation Matrix and do not independently create or reassign authority.

## **7. Financial and Operational Controls**

External assessment, examination, registration and certification fees may be charged separately from tuition fees. Separate charging or invoicing does not mean that participation is optional.

Where such fees apply to a student's programme, the applicable fee structure and payment deadlines shall be communicated to families.

Financial considerations shall not determine Exceptional Examination Waiver decisions. During 2026/27, students eligible for and granted a Transitional Examination Waiver shall not be required to incur charges for external assessments covered by that waiver.

Detailed registration, payment, withdrawal, refund, deadline and administrative arrangements shall be established separately through relevant School procedures and published fee conditions.

## **8. Exceptions**

Exceptions to this policy are limited to:

- the Transitional Examination Waiver in Section 5,
- the Exceptional Examination Waiver provisions in Section 4,
- or circumstances required by applicable law, regulation or examination-board rules.

All exceptions shall have a documented rationale, identify the evidence considered and authorised decision-maker, specify the resulting assessment and reporting treatment, and be retained in a manner permitting subsequent review and assurance.

No informal exception or parent-requested opt-out shall override this policy.

## **9. Implementation and Communication**

This policy shall be formally communicated to students and parents in October 2026. The communication shall explain that prescribed external assessments form an integral component

of the Kings Tirana academic programme and shall explain the Transitional Examination Waiver available to eligible 2026/27 students.

For students whose 2026/27 enrolment or re-enrolment was completed before publication of this Policy, the Transitional Examination Waiver safeguards the School's Non-Retrospective Application Principle.

Enrolment and re-enrolment agreements issued for the 2027/28 academic year shall be updated to reflect this Policy, including the mandatory nature of prescribed external assessments, the absence of an alternative internal-assessment-only route, and the separate financial responsibility for applicable external assessment, examination, registration and certification fees.

The 2027/28 agreements shall reflect an established academic policy rather than constitute the first introduction of the external-assessment requirement. Detailed implementation processes, forms, deadlines and administrative responsibilities shall be established through SOPs.

## **10. Monitoring and Reporting**

The application and effectiveness of this policy shall be monitored through appropriate academic reporting. Monitoring should include, as applicable:

- participation and non-participation rates in prescribed external assessments;
- the number and basis of Transitional and Exceptional Examination Waivers;
- internal versus external attainment variance;
- year-group, subject and cohort external outcomes;
- withdrawals and incomplete outcomes;
- exceptional cases; and
- material trends or risks affecting academic standards or School reputation.

Significant patterns, exceptions or risks shall be reported through the School's Reporting & Information Framework. Systematic variance between internal and external attainment shall be reviewed as a potential indicator for curriculum, assessment, moderation, teaching or targeted-learning intervention.

## **11. Review**

This policy shall be reviewed annually. Earlier review may be initiated following material changes to Albanian education or assessment requirements; changes to Pearson Edexcel or other applicable external-assessment requirements; material changes to School licensing or programme approvals; significant trends in participation or outcomes; audit or assurance findings; or material operational or reputational concerns.

## **12. Version Control**

This policy shall be recorded in the Governance Register and historical versions retained for audit and assurance purposes.

## **13. Regulatory Validation**

Before provisions governing the use of an external result as the official final School grade or outcome are applied, the School shall confirm that the relevant treatment is consistent with

applicable Albanian regulatory requirements, the School's approved programme and licensing arrangements, and applicable external-assessment or examination-board requirements.

Where a regulatory requirement mandates a different form of official grade calculation or reporting, the School shall comply with that requirement while preserving, to the greatest extent permitted, the principles of mandatory external-assessment participation and external validation established by this Policy.

#### **14. Version Control**

Policy Owner: Academic Principal

Approval Authority: Governors

Effective Date: 5 October 2026

Version: 1.0

Review Cycle: Annual