

Statement of Policy on Examination Entry

[Reviewed and agreed at Governors' Curriculum Committee meeting held on 15th May 2008]

1. Rationale

- 1.1 In providing a curriculum, structure and programme of activities, which allow all students to achieve their potential, it is important that the achievement of the individual is recognised, where possible, by entry for appropriate examination.
- 1.2 In order to meet the aim of providing equality of access, we choose not to discriminate against any student on grounds of potential grade. We believe that positive achievement derived from hard work should achieve positive recognition.

2. Protocol

- 2.1 Teaching staff will consider the different examination boards, examinations and syllabus requirements and choose an examination course most appropriate to the needs of the students, the resources required and the individual expertise and skills of the member of staff.
- 2.2 Students will be offered the opportunity to sit appropriate public examinations relating to those subjects which have formed their programme of study in Key Stage 4/5.
- 2.3 If a student already entered, fails without good reason to complete the examination requirements (eg. failing to complete course work or failing to attend the examination), the parents/carers will be charged the full fee for entry. A parent/carer wishing to show "good reason" will need to provide evidence in support of that reason, such as a medical certificate or evidence of illness.
- 2.4 Where a student is entered for examination but fails to attend without a valid medical certificate, the student and/or their parent/carer will be liable for the cost of the missed examination.
- 2.5 Students will only be entered for examination during the academic year in which the examination is normally entered.
- 2.6 Any student in Year 11 who is not taking an examination in a particular subject remains the responsibility of that subject teacher. Through negotiation with the Head of Year, the student may do work for other subjects during that time, but the student must be supervised and not simply sent to work elsewhere.
- 2.7 Except as is set out below, no charges can be made for entering a student for a prescribed public examination, nor for materials required for the examination.
- 2.8 The cost of re-scrutinising an examination will be passed on to the parents.
- 2.9 Where there are educational reasons for a student not to be entered, the Principal, will inform the parents/carers in writing so that the parents/carers have the opportunity to comment on the decision. Parents/carers will be required to pay for the examination entry fee and any other associated costs if they insist the student be entered against educational advice. Educational reasons might include persistent absence, incomplete homework or incomplete coursework, but are not restricted to these.

- 2.10 Where the Governors agree to enter a student for an examination for which he/she has not been prepared by the College (eg. where the student has been prepared for the examination outside the College or a re-sit with no additional preparation by the College) (known as a "private candidate") the full cost will be passed on to the parents/carers.
- 2.11 Entry costs and administration fees for normal subject entries will be met in full by the College, however, where a parent/carer insists on a change of subject, specification, examination body or level against the recommendations of the subject department, any additional entry fees and administration costs will be passed in full to the parents/carers. Charges for Post Results Services, Enquiries About Results (EAR) or return of marked examination scripts, will only be met by the College when the service is requested by the College. Charges for Post Result Services requested by the student and/or their parent/carer will be passed to the parents and must be paid in full prior to the application.
- 2.12 Any re-sit of an examination will be charged.