

# Exam Entry Policy

Approved by RET Board

Approved on July 2017

SLT contact Headteacher

Revision due Every 2 years



## 1. Rationale

- a. The school is committed to providing access to a wide range of qualifications based on the prescribed curriculum of the school. Students will be entered for the examination of subjects for which they have prepared whilst in the school. Entry to all examinations is free.

## 2. Policy

- a. The school will provide courses of study, which lead to entry for a range of public examinations. These are defined in the National Curriculum and are approved by the relevant national body.
- b. All students are entitled to enter the examination of a subject for which they have studied in school. The level of entry (i.e. tier of paper) will be determined by the school and will involve discussion with the student. Where there is disagreement between home and school, the parent must confirm in writing their wish to refute the school's recommendation.
- c. The school will determine whether an entry will be allowed for a subject, which has not been studied during school hours.
- d. Students may have a reduced number of examination entries where specific circumstances prevail. (e.g. excessive pressure of work, mitigating circumstances, personal/health problems, attendance) This will be determined by the school and involve negotiation with parents.
- e. Parents will be notified in writing for those examinations for which their children are being entered. They will also be notified where a student is not to be entered for an examination for which preparation has been provided in school.
- f. A student may have an appeal lodged against the result awarded by an examination board. The school will determine where sufficient grounds exist for the appeal. Students will be involved in the appeal process, as they have to give their consent. Where a parent wishes to appeal against the result of an examination where there are no grounds, there will be a charge made for the appeal.

### g. Public Examination Costs

1. The school will pay for the entry of all public examinations except as follows:
  - The parent/guardian will be expected to pay for examinations which are not prescribed and for which no necessary preparation has been provided in school hours.
  - The parent/guardian will be expected to pay for the costs of entering an examination where the student fails to sit the examination without showing reasonable cause (such as illness).
  - Where a student fails to sit for an examination for which he/she has been entered with notice to his/her parent/guardian by the school and the Headteacher is not satisfied that there are medical or other acceptable grounds for that non-attendance, the examination fees incurred by the school are to be recovered from parent/guardian and where a student is entered for an examination additional to those proposed by the school after consideration of any representations made, the examination fee is to be paid by the parent/guardian requesting entry.
  - For students who have a poor record of attendance, parents may be asked for a returnable deposit prior to examination entry.
  - Where a parent wishes to appeal against the result of an examination where there are no grounds, there will be a charge made for the appeal.