

External Examination Entry policy

Every student following an examinable Key Stage 4 course of study is entitled to be entered for the examination during or at the end of the course, provided the student has met all the course requirements. Depending upon individual circumstances a student may be withdrawn from a course, but this will only take place with the agreement of the relevant Head of Department, the student and the student's parents/carers. This process will be coordinated by the Deputy Headteacher.

General Criteria for Entry

If a student has followed a course of study leading to an examination, the examination entry will normally follow. However, entry should not be seen as a right for all students, regardless of how they have applied themselves towards their course of study.

In the professional judgement of the teacher, the student is capable of achieving a basic 'pass' in the examination (e.g. GCSE 1-9), then the student should be entered. If this is not the case then, following discussion with the Head of Department and the Deputy Head Teacher, the student may either be entered for entry level instead of GCSE (where the issue is one of student ability), or not entered for the exam (where the issues relate to poor attendance). If this is the case the Deputy Headteacher should inform the student and parent.

If students have followed the course, then it is expected that they will be entered initially for the examination. Where concerns exist, they should be discussed with the student, and the student told that entry might be withdrawn.

Where attendance for the course is less than 75%, then the student will not normally be entered, unless there are special circumstances, of which the Deputy Headteacher will be aware. The Deputy Headteacher can request individual attendance information from SIMS if necessary. In this instance the Head of Department should make a decision on entry after consultation with the Deputy Headteacher. If a decision not to enter is the parent should be informed.

Candidates or parents/carers can request a subject entry, change of level or withdrawal, but the final decision rests with the school.

The centre does not accept entries from private candidates who have no previous relationship with the school.

The centre does not act as an exams centre for other organisations.