

EXTERNAL EXAMINATIONS POLICY

1. Principles

This policy ensures that staff, students and parents are aware of the external examination entry requirements and regulations for modular, staged and final examinations at various levels.

All matters relating to external examinations come under the jurisdiction of the Examinations Officer and his/her staff. The Examinations Officer is responsible to the Deputy Principal and, through him, to the Governors' Learning and Community Committee.

2. Entry policy

- 2.1. All students are entered for the relevant examinations at the appropriate time.
- 2.2. Students will not be withdrawn from a subject unless they are at high risk of being graded U (Unclassified).
- 2.3. Withdrawals will only be considered after consultation with parents, Head of Department and Year Leader.
- 2.4. The College considers and supports individual applications for private examination entry as long as it incurs no expense.
- 2.5. For modular examinations the candidate may be required to pay for any re-sitting of the module prior to aggregation for certification.
- 2.6. Anyone who is not a student or member of staff of the College (including students who have recently left the College) is required to pay the Boards' examination fees and an administration fee (£10 as at January 2012) per examination series (January, June, etc)

3. Conduct of examinations

- 3.1 All examinations follow the instructions laid down by the appropriate examination boards.
- 3.2 All candidates are given written and verbal instructions on all matters relating to their conduct in external examinations before they sit examinations.
- 3.3 If a candidate is absent from an examination due to illness then a doctor's certificate to validate their absence must be obtained by the candidate and presented to the Examinations Officer. If a student is feeling unwell on the day of the examination, then a form requesting "special consideration" is submitted to the examinations board accompanied where possible with a doctor's certificate. Candidates are charged for any expenses caused by non-attendance for examinations for which they have been entered if they cannot demonstrate good reason, such as certificated illness.

4. Certification

- 4.1 Candidates are presented with their examination results slips as soon as possible after the College receives them.
- 4.2 Examination certificates are withheld if the candidate owes the College monies or materials.

- 4.3 Unless it is the fault of the College, candidates are unable to obtain replacement examination certificates. Verification of examination results can be obtained from the Exams Office on payment of an appropriate administrative charge or direct from each examination board.
- 4.4 Students will usually be asked to sign for examination certificates. Where students are absent and unable to collect in person, certificates are posted to students and evidence of postage obtained.

5. Policy for internal candidates entering external examinations – payment of fees

- 5.1. Entry fees for external examinations are paid for by the College providing the student is attending a course preparing for the examination being run by a member of staff during curriculum time, or at another location as designated by the College.
- 5.2. Where a member of staff considers that it is beneficial for a student in Years 7-11 to retake a module, the College will pay the fee.
- 5.3. The College reserves the right to withdraw a student if success is unlikely due to factors such as poor attendance or failure to complete components.
- 5.4. In accordance with legislation, students in the Sixth Form pay fees for re-takes.

6. Policy for Year +1 and external candidates – payment of fees:

- 6.1. If full time student on roll – no fee (unless re-sit).
- 6.2. If NOT on roll BUT attending lessons the full fee unless extenuating circumstances exist - in which case an agreed proportion of fees due after consultation with the Principal.
- 6.3. External Candidates – full fee plus the Centre admin fee and invigilation costs if extra invigilation is necessary.
- 6.4. Community Education candidates – full fee plus the Centre admin fee.
- 6.5. Re-marks requested by students (if department does not support the re-mark) – full fee.
- 6.6. Returned papers requested by students – full fee.

7. Review

This policy is reviewed by the Learning and Community Committee every two years.

**Ratified by the Learning & Community Committee
31st January 2012**