

## **Rationale**

All students are entitled to be entered for the public examination that is part of the course they have followed. The school pays the entry fee. However there may be particular circumstances that cause this right to be suspended. Heads of department who wish to withdraw a student from a public examination should consult their line manager.

## **Aim**

To ensure that all students enter for examinations in subjects they have studied, where appropriate.

## **Implementation**

1. All students are to be entered for each subject on their key stage 4 programme.
2. Where a student is in danger of having their entry withdrawn, the HoD must alert their line manager and the head of year. The HoD should seek a meeting with the parents of the student to let them know of the problems.
3. If it is in the interests of the student to be withdrawn from certain subjects or from all of their subjects, representations should be made to the HoY who will discuss it with the relevant member of the leadership team.
4. For statistical purposes, the A\*-C and A\*-G rate will be calculated on the group size on PLASC day.
5. Controlled assessment - if students fail to present controlled assessment, HoDs must communicate with parents and if necessary, detain students to do the work. It is recommended that where possible, at least one piece of work be done in class time so that the situation of having no work for a student does not occur.
6. The decision to withdraw an entry for a subject will be made by HoD after discussion with the relevant member of the leadership team. No withdrawals should be made without leadership team approval.
7. If a student wishes to be entered at a higher level than recommended by the school and is supported by their parents, the fee will be charged to the student and then refunded in the event of a satisfactory result being achieved.
8. Modular exams- students entered for their first modular exam will have the fee paid. If a department makes entries for re-sits these can only be charged to the student if no preparation is provided for the re-sit. Re-sits for modules should not be made without careful thought, a planned programme of preparation and an analysis of the impact.
9. In general students will only be entered for terminal examinations, except for those subjects (linear maths and science) where there is an established tradition of entering for modular exams. Any request for modular entries must be submitted via the member of the leadership team with oversight of examinations.
10. No request for amendments or withdrawals will be processed unless the appropriate amendment form is completed (copies in the staff room). Amendments or withdrawals made after the deadline for which the school is charged will be billed to departments.
11. The deputy head is the line manager for the examinations officer.

## **Monitoring and Evaluation**

The deputy head compiles statistics and analyses the performance of the students in public examinations. Heads of department are accountable to the headteacher for the results of their department.

## **For more information see Sam Gosling**