



BRYN CELYNNOG

Comprehensive School

Nurturing Success

EXAMINATION ENTRY POLICY

**LAST APPROVED BY GOVERNORS: MARCH
2023**

DATE FOR REVIEW: MARCH 2024

BRYN CELYNNOG COMPREHENSIVE SCHOOL

EXAMINATION ENTRY POLICY

PHILOSOPHY

Bryn Celynnog recognises the value of educational qualifications for a child's future.

PRINCIPLES

- Students should be entered for examinations appropriate to their ability.
- Students should be entered for an examination in the course they are studying (where the final assessment is a public examination). Students will be entered for those examinations for which they began the course during the previous year / two years.
- Students should receive support and encouragement in order for them to complete the examination syllabus.
- Poor attendance, persistent lack of effort, persistent disruptive behaviour, and failure to complete coursework, practical work and controlled assessments may result in non-entry.
- Plagiarism / cheating of any kind will not be tolerated. All instances of malpractice will be investigated and will result in referral to the relevant examination board.

PROCEDURES

Key Stage 4

- Students will be issued with examination timetables in the Spring/Summer Terms. Students taking early entry exams will also be provided with examination timetables.
- Details of examinations will be given at appropriate times throughout the Key Stage and via e-mail, ClassCharts, the school website and in meetings with parents.
- The school will make every effort to contact students who do not turn up for a public examination.
- Failure to turn up for a public examination without good reason will result in a request for payment of the examination from the parent(s)/guardian(s).

Key Stage 4 Core Subject Entries

- Key Stage 4 students will be entered for English, Maths and Science as outlined below:
 - Double & Triple Science: three exams in Year 10 and three exams in Year 11;
 - English Literature: all exams in Year 10 (Unit 1 January, Unit 2 May/June);
 - English Language: all exams in Year 11;
 - Mathematics: all exams in November of Year 11;
 - Numeracy: all exams in May/June of Year 11.

NOTE: ALL KEY STAGE 4 RESITS AFTER THE INITIAL ENTRY WILL BE AT PARENTAL EXPENSE.

Sixth Form

- Students will be issued with examination timetables in the Spring/Summer Terms. Students taking early entry exams will also be provided with examination timetables.
- Details of examinations will be given at appropriate times throughout the Key Stage and via mail, ClassCharts and the school website.
- The school will make every effort to contact students who do not turn up for a public examination.
- Failure to turn up for a public examination without good reason will result in a request for payment of the examination from the parent(s)/guardian(s).
- The school will pay for all initial examination entries, *but not re-sits*.
- The school will make every effort to contact students who do not turn up for a public examination.

Payment For Examinations

NOTE 1: The school will request payments for examination entries IN ADVANCE in the following circumstances:

- a) a student wishes to re-sit an examination;
- b) attendance in the year of entry in any subject is less than 90% without a valid reason. A 'valid reason' would include representing the school in school-related activities, or a bereavement, or a serious illness supported by a doctor's note, but NOT a family holiday in term time. The final decision will be at the discretion of the Headteacher.

Unless payment is received, the student will not be entered.

NOTE 2: The school will also request payments for examination entries retrospectively in the following circumstances:

- (a) a student decides to drop the subject or leave the sixth form after an entry has been paid for by the school;
- (b) a student has been entered for an examination but fails to turn upon the day.

Performance

- Examination entry costs will reflect value for money with minimal (if any) unnecessary financial wastage.