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# EXTERNAL EXAMINATIONS

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## RATIONALE

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Entry for external examinations (namely GCSE, AS, A2, Young Enterprise, CACHE, BTEC, OCR) represents a culmination of studies for most students. It is important that our criteria for entering students are fair, clear and applied consistently across the College.

## OBJECTIVES:

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1. To ensure a consistent approach is maintained across all curriculum and support areas in the College.
2. To ensure that students and parents are made aware of College expectations with regard to entry for external examinations.
3. To ensure more efficient and effective use of College resources.
4. To reduce instances of non-attendance for external examinations.

## GUIDELINES:

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### GENERAL CRITERIA FOR ENTRY

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1. If a student has followed a course of study leading to an examination, then 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.
2. If in the professional judgement of the teacher, the student is capable of achieving a basic 'pass' in the examination (eg a grade G at GCSE, a grade E at AS or A2 level or a pass grade at BTec, OCR Nat) then the student should be entered. If this is not the case, then following discussion with the curriculum leader, the student should either be entered for a Certificate of Achievement course (where the issue of entry is one of student ability), or not entered for the exam (where the issue relates to poor attendance or non-completion of coursework). If this is the case, the student and **parents should be informed by the Curriculum Leader**. The student will of course still be expected to attend the normal lessons for that subject.
3. If students have followed the course, then it is expected they will be entered initially for the examination (this is in January for the GCSE, AS and A2 level, but much earlier in the course for BTec and OCR Nat). Where concerns exist, they should be discussed with the student, and the student told that the entry may be withdrawn. This gives a reasonable opportunity for the student to complete work which may be missing, improve attendance, or raise performance in other ways.
4. The College expectation is that student attendance will be above 90% so where attendance for the course is less than 50%, then the student will not normally be entered, unless there are special circumstances, of which the Student Progress Leader Manager will be aware. In this instance a decision on entry should be taken by the Curriculum Manager, in conjunction with the Student Progress Leader.

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### AMENDMENTS TO ENTRIES

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5. Examination entries for GCSE, AS and A2 level should be reviewed by the subject teacher before the last working day of March each year, to ensure that all entries are correct, and

any alterations or withdrawals made as necessary. When any alterations are made after the initial entry, then an amendment form should be completed, which is signed by the Curriculum Leader, and then passed to the Examinations Manager (Barbara Mordue). Copies of the amendment forms are sent to the Student Progress Leader, Curriculum Leader and to students/parents by post.

6. Non completion of coursework by students should not automatically preclude entry for the examination; instead it should be considered in the light of number 2 above.
7. Student Progress Leaders should be pro-active in alerting Curriculum Leaders to students with serious attendance problems who may be removed from entry to all exams. In this instance the **Student Progress Leader should contact the parents** to ensure that they are aware of the situation.
8. In exceptional circumstances, parents may be asked to pay a deposit, which may be refunded if the student attends the exam and achieves at least a basic pass.
9. Criteria Applying To Specific Entries

#### IN THE CASE OF A2 LEVEL EXAMS:

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- If the student has not achieved a pass at AS, then their continuation in the course should be reviewed by the subject teacher and Curriculum Leader in consultation with the Student Progress Leader.
- Where the examination consists of different modules, then the College will normally only pay for one entry for each module for the duration of the course – any retakes should be paid for by the student unless a new course has been followed.

#### IN THE CASE OF AS LEVEL:

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- If the student has not achieved a satisfactory standard by December of the course, then their continuation in the course should be reviewed by the subject teacher and Curriculum Leader in consultation with the Student Support Manager.
  - Where the examination consists of different modules, then the College will only pay for one entry for each module for the duration of the course – any retakes should be paid for by the student unless a new course has been followed.
10. In the case of GNVQ, BTEC and OCR National exams the normal entry criteria described above should apply. However, since students are initially entered in November, then any withdrawals or alterations can only be made before their first exam in January. Where a cause for concern exists (e.g. poor attendance or lack of coursework), students may be asked to pay a deposit, which would be refunded if the student completes the course to a satisfactory standard.
  11. The growing number of module courses at GCSE will result in a demand for resits. CLs are asked to use this facility with care, avoiding 'blanket' entries and excessive costs must be avoided. Until July 2008 the College will support the cost these entries centrally. This will be reviewed in the Summer Term 2008.
  12. Extra costs incurred by CAs missing entry deadlines will be the responsibility of the CA.
  13. Non-Attendance for Examinations  
If a student fails to attend an examination for which they have been entered, then the student will be asked to pay for the exam, unless an unauthorised medical note from a doctor is provided for the College within one week of the examination.
  14. Collecting Results

Examination results are available for students to collect from the College on dates set annually by the College. Written permission from the student is required for results to be given to anyone else. Certificates may not automatically be given to any student who has College books or equipment still to be returned, or has examination fees outstanding.

## CONCLUSION:

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Effective application of this policy should ensure that decisions regarding examination entries are made fairly and consistently across the College.

## DOCUMENT HISTORY

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<b>Policy Author / Adopted By</b>	<b>Reviewed By</b>	<b>Date</b>
P Nash, M Noble, W Reeson		30 <sup>th</sup> November 1999
	A Story B Mordue	April 2004
	G Pocock B Mordue	October 2007

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