



## Denton Community College

### ENTRY POLICY TO EXTERNAL EXAMINATIONS

1. The basic principles guiding this policy are that we should endeavour to maximise the opportunities for pupils to gain tangible rewards for their efforts whilst minimising expense on unnecessary or wasted examination fees.
2. Governors have delegated the responsibility for the implementation of the policy via the Headteacher to the Examinations Officer.
3. Throughout examination courses students are kept aware of assessment requirements, whether these are end of course written exams, controlled assessments non- examination assessments, oral tests, practical tests or whatever.
4. Parents are informed and consulted about student progress by means of written reports, parents' evenings and the tutoring process.
5. The system for advising and consulting with parents and pupils about controlled assessment and non-examination assessment requirements should be monitored and evaluated regularly.
6. In December/January of pupils' exams year, relevant teaching staff are asked to confirm **the entry of pupils to GCSE, BTEC and Cambridge National** examinations in their subject area, and to indicate the level of entry, where appropriate.
7. At this point, approaching deadlines for various pieces of controlled assessment, and having had the 'mock' examinations, it becomes clear that some students, in some subjects, are not going to meet the requirements of the examining board(s). In these cases staff make recommendations that individual pupils are not entered for one or more examination subjects.
8. It must be stressed that the reasons for the school not entering a student are confined to the inability of the student to meet the requirements of the board. That is they must have been properly prepared for the examination. In order to judge whether a pupil has been prepared properly for a public examination, the teacher should consider regular attendance, completion of all compulsory controlled assessments and non-examination assessments in

time to meet deadlines and Mock Examination results. Pupils who have been properly prepared but who through no fault of their own making are unable to achieve the minimum pass grade at GCSE (i.e. Grade G/Grade 1) may be given the option of assessment for an entry level or alternative award if that is appropriate.

9. Prior to official entry, parents are sent a copy of the proposed entry for their child including details of the tier of entry for them to check. A covering letter with this proposal stresses the importance of external examinations to students, the need for accurate entry, and cost of entering pupils.
10. It is made clear that normally there is no charge to parents for entering pupils for these exams, but that in the event of their son/daughter not completing the requirements for a particular subject, (i.e. insufficient controlled assessment, or missing a written exam), then the school would expect them to refund the wasted entry fee.
11. Parents are requested to sign and return the proposed entry, if they are in agreement with it, or otherwise to contact the Examinations Officer, at school. There is an opportunity to discuss recommended entries with the Examination Officer in January.
12. In a few, occasional cases, where staff have not recommended entry but parents insist, pupils are entered if the parent agrees to lodge the examination fee with the school. The fee is repaid to the parents if the pupil meets the entry requirements. General exceptions are made in the case of basic level entry for Mathematics, Science and English, the KS4 mandatory core, where we attempt to enter all pupils unless they are permanent truants.
13. Where parents request an amendment to an entry after the closing date for examinations, the late entry and amendment fees charged to the school by the examination board must be paid by the parent prior to the amendment request being sent to the examination board.
14. Once the final entry has been agreed, this is forwarded to the respective boards. Individual timetables are produced for each pupil for written exams, as well as arrangements for practical, oral and mental tests. Examination timetables are displayed at appropriate places in the school.
15. When candidates are absent from any part of an exam, an attempt is made to contact them or their parent immediately. If this is unsuccessful then a letter is sent, giving details of the exam missed, a further copy of the individual exam timetable (when appropriate), and a reminder about the repayment of wasted exam fees.
16. Where absence is due to some good reason, usually supported by medical evidence, then a letter of special consideration is sent to the appropriate board, and no reimbursement sought from parents.
17. On receipt of the exam results in August, confirming which entries have failed through non-completion of the examination boards' requirements, requests for repayment may be sent to the parents of the students involved.
18. The Headteacher must treat any individual case for entry on its merits.

19. In case of any dispute regarding entry to external examinations not resolved in school, Governors retain the right to resolve all appeals.

G.Rule – Examinations Officer .....

Headteacher/ SLT .....Mr N Condliffe.....

Date .....30/09/2017.....