

reigate•college

**Examination Entry Policy & Procedures
2015-16**

Examination Entry Policy and Procedures 2015 -16

1 Policy

- 1.1 When a student enrolls for a course at the College, there is an expectation of a high level of commitment on both sides. This expectation is affirmed throughout the course. **Enrolment at the College does not give students an automatic right to be entered for external examinations.** Entry should be seen as an 'entitlement' for students who demonstrate a high level of **commitment** to their studies, including good attendance and punctuality.
- 1.2 The final decision as to whether a student will be entered for an examination will be made by the Principal or his delegated alternate. The term 'examination' is also taken to mean other forms of external assessment, for example, AS/A2 or BTEC coursework modules.
- 1.3 The College receives its funding from the Education Funding Agency (EFA) and the current guidance with regard to the charging of fees for examinations, re-sits and administrative services is shown below.

'Providers will be able to charge for examinations and re-sits as follows:

- Where the required attendance or completion of work has not been completed.
- Where the learner fails without good reason to sit the examination for which the provider has paid.
- Where a learner re-sits an examination resulting from an initial examination failure.
- Where a learner re-sits an exam with the aim of achieving a marginal improvements in grades.

Providers may charge learners who require additional administrative services that result in extra expense for the provider and that are consequences of a learner being in default and could therefore have been avoided. The College's examination fees' policy is based on the above guidance. Also, reference should be made to 2.2 below.

- 1.4 Even though the College agrees to enter a student for an examination, fees will be payable in the following situations:
 - When a student does not attend the examination, without good reason, for which the College has paid the entrance fee.
 - When a student is re-sitting an examination module, seeks a remark or requests the return of a script.

2 Procedures

- 2.1 At the start of the academic year, a student's examination status will be 'Entry' in all subjects unless their performance in the previous year was unacceptable.
- 2.2 As the academic year progresses, examination 'Entry' or 'Non-entry' status will be determined by the extent of a student's commitment to the course, based on a consideration of the following performance indicators:
 - Effort in class, including behavior.

- Meeting deadlines for the submission of homework and coursework, and the quality of the work produced.
 - Actual attendance in lessons/study activities and punctuality (see 2.3).
 - A comparison of the target grade and current working grade.
- 2.3 **It should be noted that regular absences through illness will not be regarded as being 'reasonable', and will count against the student's attendance record, unless a suitable medical explanation has been received from the student's GP or consultant physician.**
- 2.4 Where a student, or a parent, disagrees with a decision to change the student's examination status to 'Non-entry', they may appeal, in writing, to the Principal by the deadline set for such an appeal or within five working days of the decision being taken (as appropriate). The Principal will respond to this appeal within seven working days. The Principal's decision in this matter is final – there is no right of appeal to the College Corporation.
- 2.5 **Any student who is still NE status at the end of April/beginning May, may not be entered for the relevant final examination modules/BTEC assessments that summer.** This decision will be taken by the Principal, or his/her delegated alternate, and will not be subject to appeal or a further probationary period.
- 2.6 Where NE status applies, the student will not be able to take the final examination modules as an external candidate at the College. The College will not accept any responsibility for finding an alternative exam centre at which the student may sit the examination(s).
- 2.7 If, following entry, a student (i) fails to meet the expectations of a Head of Department and/or (ii) allows their attendance to become unacceptable, their entry to the examination(s) may be withdrawn.
- 2.8 Any student who fails to produce coursework by the required date, or whose coursework is of a wholly unacceptable quality, will not be entered for the examination in that subject.
- 2.9 Any student who fails to attend an external examination paper, and who is unable to provide an acceptable reason for their absence, may be withdrawn from any subsequent examination papers in that subject and/or have their marks disaggregated (that is, a grade will not be awarded). The student, or their parent/guardian, may be invoiced for the full cost of the subject entry or aggregation of marks.
- 2.10 A student may re-sit an examination paper at the College, providing that the College is offering the subject module and s/he has the support of the Head of Department. In such cases, the student will be charged an entry fee per examination module.
- 2.11 A student may apply for a re-mark of an examination paper, or the return of an examination script, preferably following a discussion with the Head of Department. In such cases, the student will be charged the full cost of the remark/return plus an administration charge per examination module/script.
- 2.12 The College may subsidise the payment of examination fees, for example, where the student, or their parent/guardian, are experiencing financial hardship, with the exception of examination fees resulting from a failure to improve their commitment. Any such decision will be made by the Associate Principal.
- 2.13 External candidates may sit examinations at the College but only in exceptional circumstances – students may be given the opportunity to re-sit modules as a private candidate during the next academic year.

- 2.14 Reference should also be made to the Financial Regulations, Educational Charging.
- 2.15 This policy will be applied through the College's Learner Review Procedures. Actions taken by the Principal, Assistant Principals, Pastoral Directors, Intermediate Pastoral Director, Senior Tutors, Directors of Learning and Heads of Department must be based on: (i) reference to the Students' Code of Conduct and Disciplinary Procedures, (ii) the evidence in the student's Individual Learning Plan (ILP) and Interim Reports and (iii) communications with Parents/Guardians, as contained in the students' files.
- 2.16 Any student, or their Parents/Guardians, who are dissatisfied with the Principal's actions in relation to the above Policy and/or Procedures may contact the Department of Education.