

Examination Entry Policy

Examination Entry

At Cleeve School it is the core aim of all staff that students should complete any course that they start.

The subject teachers, Heads of Department, tutors and Year staff work with the students to help them achieve the very best that they can.

This is achieved through:

- Completion of class work, homework, project work and coursework
- A high attendance rate, throughout the course
- Thorough preparation for internal and external examinations, including the mock exams

All students who fulfil the course requirements will be entered for an examination by the school.

Withdrawal From Examinations

If students do not satisfy the course criteria they are withdrawn from the examination.

The HEAD of DEPARTMENT can recommend that a student should be withdrawn from an examination under the following circumstances:

- Not fulfilling the examination board criteria
E.g. completion of coursework
- Failure to attend mock examination (or rescheduled mock examination)

Procedure

- The Head of Department makes recommendation to the Head of **Key Stage 4/Sixth Form**
- **The Head of Key Stage 4/Sixth Form can then withdraw the student**
- **The Head of Key Stage 4/Sixth Form informs the parents and Examinations Officer**

Examination Entry Policy

The student, in consultation with teachers and parents, may wish to be withdrawn from an examination.

Procedure

- Student consults with teacher, head of department, Head of KS4/Sixth Form.
- If the outcome is satisfactory to all parties the parent should write to the school on behalf of the student with a formal request to be withdrawn from the examination.
- **The Head of Key Stage 4/Sixth Form can then withdraw the student**
- **The Head of Key Stage 4/Sixth Form informs the Examinations Officer**

Note: If withdrawal from examinations results in students not fulfilling the minimum course requirement at Key Stage 5 they are required to leave the sixth form.

Examination Non Attendance

Students who do not attend an exam (or any single paper) may be asked to pay the examination fees.

Examination Certificates

The school receives the official examination certificates from the examination boards and they are issued to the students once all the final checks, and any payments, have been made.

Policy Date: April 2009

Review Date: April 2011