

Policy Statement: Examination Entry Policy – FEES

Rationale

With the introduction of an ever increasing number of modular courses in years 10 to 13, the introduction of Curriculum 2000 (A/S levels) and the introduction of Key Skills into KS5, the financial burden of examination fees has grown considerably. There have been six A-level modular courses running over the past few years, allowing students to re-sit modules in any of these subjects. Students have often re-sat a module more than once and the school's examination budget has funded these fees.

The introduction of Curriculum 2000 has meant that many students are taking 4 or 5 AS subjects, each subject made up of 3 modules (i.e. 12 to 15 modules altogether). Students are able to re-sit these modules more than once at later sessions.

When departments have made late changes to entries and late entry fees have been incurred, the examination budget has usually met the cost.

Not only has the situation led to a much larger examinations budget being required, but also to uncertainty about the size of the increase.

It is with these issues in mind that the following policy has been adopted in an attempt to have more control over the examinations budget always bearing in mind that we should be fair to all students.

Policy

1. Registration fees, when required, to be paid from the examination budget.
2. Students completing a course, to have 1 entry per module paid for from the examination budget.
3. Following the issue of a set of module results, should it be established that the majority of students have under-performed due to an earlier entry having been made than was necessary, then the department will pay for any subsequent re-sits.
4. Should only one or a very small number of students under-perform in a module, the student(s) should pay for any subsequent re-sit(s) in that module.
5. Should any student attaining a module result commensurate with their ability wish to re-sit that module, then the student should pay for the re-sit.
6. Following the award of an aggregated grade for a subject, should a student decline that grade with a view to improving the grade by re-sitting one or more modules, then the student should pay for the re-sit.
7. Entries or entry amendments made by departments after the external entry deadlines have passed and which incur late entry fees, will be paid for by the department concerned.
8. Late entries made by students, that incur late fees, will be paid for by the student(s) concerned.
9. Students who fail to attend for an examination paid for by the school and for a reason not considered to be valid, will be charged retrospectively for the entry fee.
10. Students who fail to submit coursework, therefore disqualifying them from an award, will be charged retrospectively for the entry fees previously incurred for that subject.