



## Early Examination Entry Policy

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Date produced: August 2016

Adopted by SLT: September 2016

To be reviewed: August 2017

## Policy Aims:

To provide students with the maximum learning time and the best opportunity to make at least good progress in all their subjects by:

- Limiting early examination entries to core subjects.
- Targeting specific groups within a cohort.
- Allowing core subject leaders the flexibility to manage their entries based on individual needs, where it is felt that more than one opportunity is needed in order to ensure good progress.

This Early Examination Entry Policy will be reviewed annually.

## 1. Responsibilities

### **Core Subject Leaders/Subject Teachers**

- To provide a clear rationale and strategy for the selection process for early entry in discussion with the Senior Leadership Team.
- To discuss all potential early entries with students and parents/carers as follows:
  - Student informed by subject teacher;
  - Letter to parents/carers informing them of reason for early entry and providing them with the opportunity to withdraw their son/daughter;
  - Provision for parents/carers to meet with subject teacher to discuss early entry option.

### **Principal/Senior Leadership Team**

- To make final decision on early entries taking into account:
  - Each individual student's needs;
  - Grade predictions;
  - Availability of resources.

### **Exams Officer**

- Enter candidates according to Awarding Body's regulations.



## 2. Fees

Normal registration and exam fees for both sittings, if required, are paid by the School for fully funded candidates with an active enrolment.

## Other Policies/Documents:

This Policy should be read in conjunction with the following Policies/documents:

- Exams Policy
- Policy for Controlled Assessment & Internal Assessment Decisions
- Late Arrival to Exams Policy
- Staff Malpractice (Controlled Assessment) Policy
- Risk Management