



Examination Entries Policy

Policy/Procedure creator: Fiona Brown

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Centre Name	Cheltenham Bournside Sch9ool
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Date procedure first created	16/09/2021
Current procedure reviewed by	Peter Beckett
Current procedure approved by	Karen Hanley
Date of next review	01/10/2022

Key staff involved in the procedure

Role	Name
Exams Officer	Fiona Brown
Senior leader	Karen Hanley, Deputy Had; Peter Beckett, Exams Manager
Head of Centre	Steve Jefferies
Other staff	Hannah Ramsey, Exams Assistant

This procedure is reviewed and updated annually to ensure that procedures to verify the identity of all candidates that are entered for examinations or assessments at Cheltenham Bournside School are managed in accordance with current requirements and regulations.

References in this procedure to GR and ICE refer to the JCQ publications **General Regulations for Approved Centres** and **Instructions for conduction examinations**.

Purpose of the policy

The purpose of this policy is to confirm that Cheltenham Bournside School:

- Has an established policy and procedure for entering internal candidates to public examinations.
- Has an established policy for accepting private candidates and entering them for public examinations.

1. Process for entering internal candidates.

The Exams Team will confirm with the Heads of Departments the lists of students to be entered for GCSE, BTEC, Cambridge National and A level examinations in a timely manner.

This will typically be in early September for any Autumn exams and in early February for the Summer season.

The Exams Team will make the entries and send lists to the Heads of Departments to be checked. They will also issue the candidates with a timetable showing dates and times of all exams.

Students will only be withdrawn when authority to do so has been given by Senior Leaders.

2. Process for accepting external candidates.

Cheltenham Bournside School will normally only accept previous students who have recently left Bournside. They may in unusual circumstances also accept others with whom they have an established relationship.

In the case of private candidates, a fee will be requested totalling the cost of the exam entries plus an administration fee. This should be paid before the entry is made. A private candidate will be required to bring proof of identity and whatever other details the Exams Team need to make the entry. They will also be required to bring photographic proof of identity on the day of each exam.

3. Further information

- An internal student who wishes to take a GCSE or A level in their first language should speak to the EAL Coordinator or the Exams Officer in the first instance.
- Students in year 12 and 13 who have not got a grade 4 or above in English or Maths, will be entered for these exams in the November or June season in consultation with the Head of Department.
- An internal student in year 12 or 13 who wishes to resit a GCSE (other than English or Maths where they have less than a grade 4) should speak to the Exams Officer and the relevant Head of Department in the first instance. Cheltenham Bournside School may request the candidate pays a fee totalling the cost of the exam entries plus an administration fee.