



# Charging for External Examinations Policy

November 2023

# Holmer Green Senior School

## Charging for External Examinations Policy

### Aim

To ensure that the School's financing resources for external examinations are shared equally amongst all students.

### Objectives

- To ensure equal opportunities for all students.
- To provide a route whereby students may re-take external examinations.
- To have procedures in place which deal with the increasing change to terminal examinations, particularly in the Sixth Form.
- To have procedures in place to deal with students who have not completed the requirements of a public examination or do not turn up to sit the exam.

### Implementation

The above aim and objectives will be achieved by formalising the following procedures:

- Students will only be entered **ONCE** for their external examinations in the subjects they are studying and the school will meet this cost from its delegated budget.
- Students who wish to re-sit an external examination, whether modular or otherwise, will be asked to pay. The only exceptions to this rule will be those students who return and join timetabled re-take classes. In exceptional circumstances the Headteacher may wish to agree school payment for re-sits.
- Any student who is unable to pay may, in confidence, seek an appointment with the Assistant Headteacher, Sixth Form, to discuss the matter.
- Parents will be notified of this policy via the School Website. Letters to parents regarding examination entries will also reinforce this policy.
- Students who fail to complete the requirements of, or attend, a public examination for which the School has entered them will be charged.
- Students entered for an exam who staff believe will possibly not turn up to sit the paper or who might not pass because of lack of adequate coursework, will be charged a fee. This will be returned if the student turns up and sits the exam/produces adequate coursework. The Examinations Manager will write to the parents requesting the payment. The only exceptions to this rule are those who have a valid certificate, for example, for illness.
- Students wishing to take an external exam in a subject not offered by this school will be charged an administration fee to cover invigilation and other costs as well as the examination fee.
- Students requesting a re-mark will have their fee returned if this results in an increase in the mark from the Exam Board.

Reviewed: November 2023

Next Review: November 2025