

## **EXAMINATION ENTRY FEES AND OTHER CHARGES**

The cost of initial examination entries is borne by the school, the only exception to this being if a pupil is studying a subject outside school and wishes to be entered for the examination in that subject through school. In this instance, the pupil/parents would be asked to pay the entry fee.

GCSE subjects are now widely assessed through modular examinations. Previously, syllabus structures meant that pupils would sit their final examinations at the end of Year 11. The assessment and examination process now continues throughout Years 10 and 11. Many of you will already be familiar with the idea of modular exams through Science and Maths.

Re-sitting modules has become more widespread. At Cardinal Allen our need is to determine which pupils are deserving of re-sit opportunities. This decision will be made in consultation with the Governing Body, Headteacher, Curriculum Leaders, Subject Staff and Examinations Officer. The decision will be based on the pupil's work ethic, target grade, performance in recent assessments, personal circumstances etc.

***Realistically, the school's examination budget cannot stretch to fund re-sits for every pupil who underachieves in a modular examination. We feel that it is fair to ask parents to make a contribution towards the cost of re-sits for their child, if the re-sit request is accepted. There may be individual student exceptions in the case of demonstrable financial hardship.***

The Department for Education informs us that parents **can** be charged for the cost of an examination entry if a pupil fails, without good reason, to meet any examination requirement of a syllabus. An example of this would be a failure to complete coursework that is a requirement for the assessment of that exam. This is particularly relevant to Btec subjects which are coursework based and have no examined units. If a pupil registered on a Btec course fails to meet the criteria to pass any unit of the specification by the deadline for submission of marks, meaning the award for which the pupils was originally registered cannot be achieved, parents will be asked to pay the original entry fee. If the pupil is able to certify for a lesser award, parents will be asked to pay the difference in cost of registration for the two awards.

### **Other charges – Enquiries About Results**

It is often the case that pupils do not achieve their target grade in examinations. If parents, pupils or teachers feel that an enquiry into a pupil's mark or grade may result in the grade or mark being increased, a results enquiry can be submitted. These services can include a review of marking, clerical re-check, or access to the original examination scripts.

An enquiry can only be made if all three parties agree and consent forms must be signed. If a parent or pupil is requesting the enquiry, any resulting charges will be passed on to parents. If a member of staff requests an appeal, their department will usually fund any costs. If an enquiry results in the overall mark or grade being increased, there is no charge.

### **Under Performance in Examinations**

If a pupil's performance in an examination could have been affected by factors such as illness at the time of the exam, recent bereavement, family illness, circumstances at home or for any other reason, it is essential that Miss McGovern is informed of this, preferably by the pupil's parent/guardian ***at the time of the examination***. In some cases we may be able to apply for Special Consideration. If a pupil is ill, a medical note will be required to support the claim.

P Mooney

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