



## Eastbrook School

### Examination Entry Policy

At the beginning of Years 9 and 10, students embark on courses which lead to a recognised end of KS4 accreditation. This could be in the form of certification validated by the GCSE, IGCSE or GCE Boards, nationally recognised NVQ, BTEC, NCFE, FSMQ, Entry Level Certificates, ESOL, IELTS, ASDAN qualifications or an internal school certificate linked to Records of Achievement

All students may expect to secure public examination entry (paid for by the school) provided they have fulfilled all aspects of the course.

It is assumed that all students will be entered for appropriate level accreditation in all subjects taken; unless they are taking the subject as part of an enrichment programme or they have been withdrawn from the exam after discussion with the student and their family and with the agreement from the Headteacher or a Deputy Headteacher.

All examination entries must be confirmed by the end of the January preceding the summer examinations. The school will pay for a student's examination entry on the first occasion that they take the examination. This applies equally to each modular exam.

- If a student fails to attend any examination they must produce a doctor's certificate to verify their illness in order for the school to agree to pay for a resit of the exam.
- If a student has failed to attend for a module examination and cannot provide a doctor's certificate the student's family may be asked to pay for entry for a further resit of the exam. This payment will be refunded provided the student completes the course (irrespective of the final grade achieved).
- Parent / carers of students who fail to sit examinations for which they have been entered may, if adequate reason is not provided, be asked to reimburse the school for the cost of the missed examination. This payment will also be refunded provided the student completes the course (irrespective of the final grade achieved).
- Students may self enter for the same module, through the school, in order to improve their grade but this must be done at their own expense where the school feel that the grade achieved already matches national expectations of progress and achievement.
- External candidates are accommodated at the discretion of the Headteacher and paid for in advance by the candidate.

In cases of genuine hardship the school may carry the cost of any charges as outlined above. Enquiries need to be presented to the Headteacher via the Examinations Officer.

All aspects of examination administration are dealt with by the School Examinations Officer, who can be contacted via the school office if further information is required.

#### Early Entry

Where the school feel that it is beneficial to the student, early entry may be offered. The costs of early entry will be borne by the school and all students are expected to retake the exam in the next series unless they have achieved a grade 9-7 or Distinction or the student has achieved at least three levels of progress from KS2 to KS4 and would benefit from focussing on other subjects in the next exam series.

#### Likely reasons for early entry include:

1. Fast track progression to Level 3 accreditation, AS and A Level.
2. Completion of an accredited route by the end of Y9 allowing for an increased breadth of results alongside the English Baccalaureate.
3. The opportunity to progress from entry through Foundation level to Higher level in the exam.
4. To enable the school to re-organise teaching groups and target interventions to specific groups according to level of performance.

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5. To ensure that students on college and work related learning experiences take GCSE English, Maths and Science.

### Late entries

It is the professional responsibility, as stated in the job description, of a Head of Department to ensure candidates are entered before the deadline set by the awarding bodies. The School supports late entries where students have joined the school after the deadline and it is appropriate for the student to take the exam in that series.

### English Baccalaureate

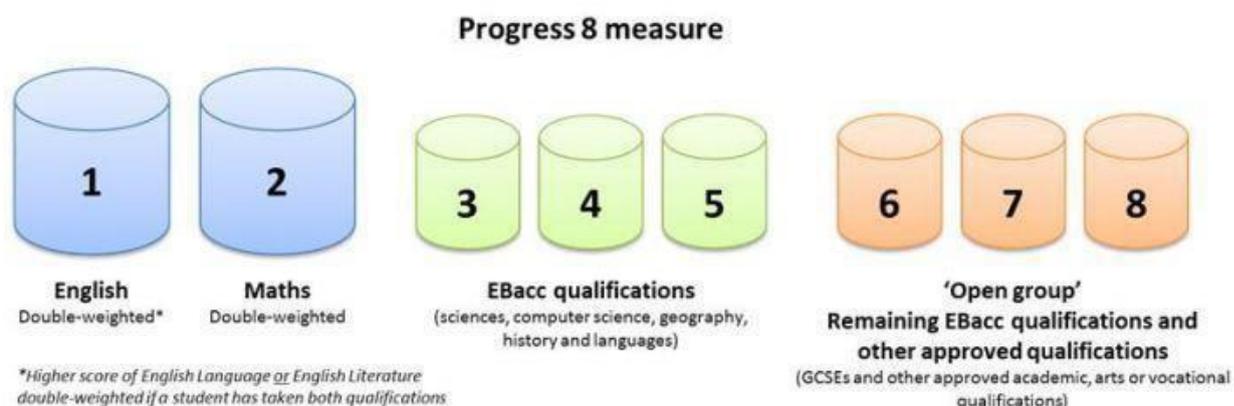
The schools' approach to the English Baccalaureate is built on the concept of informed choice and entitlement. Therefore, it is assumed that the default position is that all students aim to take their range of subjects when joining the school. Since the introduction of this measure students taking their options and their families have the range of subjects available, and the importance of the English Baccalaureate for university entrance, explained to them in detail.

Students wishing to go on to university start GCSE French during Year 9 and are encouraged to choose either History or Geography GCSE to start in Y10. The vast majority of students at Eastbrook School take combined science and many take triple science.

However, for some students these subjects do not match their aptitude or ability and will not recognise their achievements. All students and their families receive detailed information, advice and guidance that enables an informed choice to be made.

### Progress 8

Progress 8 measure takes into account each school's intake, and outcomes and rates of progress across a variety of subjects. Eastbrook School's approach to Progress 8 is built on the concept of a broad and balanced curriculum that meets the needs of students and sustains a positive progress 8 measure for the school.



[Appendix A – Examinations Contingency Plan](#)

[Appendix B – Invigilation guidance](#)

[Appendix C – enrolment and registration of BTEC learners](#)

[Appendix D – safe claiming and distribution of BTEC learners certificates](#)

[See also the Exam Appeals Policy](#)

[See also the Control Assessment Policy](#)