



EXTERNAL EXAMINATIONS POLICY (Senior School)

(This policy is available on the website or on request)

ENTRIES

GCSE/IGCSE

Candidates in Year 11 will be entered for full or half GCSE awards in all subjects they are studying full-time at QE. The school, up to a maximum of ten full GCSEs or nine full GCSEs plus one short course GCSE, will meet the cost of entries for all first awards.

In instances where a student wishes to be entered as a QE candidate for a subject not normally available at KS4, the Headmaster must be consulted as to whether this can proceed and the cost will be borne by the candidate.

Candidates may re-sit modular GCSE and IGCSE examinations. The cost of these entries must be borne by the candidate.

AS

Candidates will be entered for modules in four (or occasionally three) AS subjects. The school will meet the cost of entries for candidates' first attempts at these modules. The candidate will meet the cost of any subsequent attempt.

The first attempt at a module test may occur in either the January or June session of Year 12.

Additional AS subjects will be paid for by the candidate.

Departments making large numbers of entries in the January session should seek permission from the Headmaster beforehand. Heads of Department should consider whether it is sensible for weaker candidates to be entered in the January session if they are not expected to do well, bearing in mind that such candidates will be required to bear the cost of any subsequent re-sit themselves.

A2

Candidates will be entered for modules in three (or occasionally two or four) A-level subjects. The school will meet the cost of entries for candidates' first attempts at these modules. The candidate will meet the cost of any subsequent attempt.

AEA and STEP

The candidate will meet the cost of entries for these examinations. Parents may apply in writing to the Headmaster for financial assistance.

BMAT, ELAT, HAT, MAT, PAT, TSA etc.

The cost of entries for these examinations (if applicable) will be borne by the candidate. The entry for TSA (Oxford), BMAT and ELAT must be made by the Examinations Officer. QEH will not act as an open centre for these examinations (see External candidates).

Late withdrawal

Candidates who ask to have an exam entry withdrawn after the late entry deadline has passed should not expect QEH to bear the cost. For first entries, the cost of late withdrawal will be met by the school but the cost of any subsequent entries will then be borne by the candidate.

External candidates

QEH will not normally accept external candidates. We will allow ex-Year 13 candidates to re-sit units as external candidates. This will take place in the January and/or June sessions after the candidate has left the school. There may be additional costs incurred for invigilation.

Billing internal candidates for entries

Once entries have been made for any exam session (November, January, March and June), the Examinations Officer will report to the Bursar on the costs of making these entries and identify all cases where QEH should expect to be reimbursed for re-sit entries. The Bursar will then add these costs to the next end of term bill.

Billing external candidates for entries

External candidates will be required to meet the full entry fees for their examinations. We would normally require external candidates to pay for these entries in advance due to the difficulty in recovering costs afterwards.

Failure to pay

Chasing debts is the responsibility of the Bursar not the Examinations Officer.

Invigilation

Invigilation costs will be met by the school except in circumstances where a candidate has to be housed in a separate room incurring additional invigilation. The costs for this extra invigilation will be borne by the candidate.

Results enquiries

Who is to bear the cost of such enquiries must be established before they are set in motion.

Whenever a re-mark or re-moderation is requested the candidate must sign a form (see www.jcq.org.uk Post Results Services booklet) to show he appreciates that, as a

result of the enquiry, his mark may be raised, lowered or remain the same. He should be informed of the cost and if the candidate has left QEH, payment should be forwarded to the Examinations Officer prior to the enquiry being set in motion. This payment is forwarded to the Bursar. If the grade is improved the candidate will be reimbursed.

The Headmaster must approve any departmental enquiry request generated within QEH. The Examinations Officer must ensure that the candidate(s) has/have given permission for the enquiry and signed the appropriate form and the Bursar must be told which Department will meet the cost should the grade not be improved.

Appeals

Appeals against failed result enquiries can only be made if there is some procedural failure by the Awarding Body (examination board). Such appeals may only be made with the support of the Headmaster, whose decision in such matters is final.

Access to Scripts

Who is to bear the cost of such enquiries must be established before they are set in motion.

If the candidate is requesting the service, he should be told the cost and if the candidate has left QEH, payment should be forwarded to the Examinations Officer prior to the access to scripts being set in motion. If a department is requesting scripts, the Examinations Officer must ensure that the candidate has signed the appropriate form granting permission for his work to be used (see www.jcq.org.uk Post Results Services booklet) and the Bursar must be told which Department will meet the cost.

Cashing-in GCE and GCSE awards (Certification)

Cashing-in for GCSE and IGCSE awards takes place in the June session of Year 11.

Cashing-in for GCE AS awards takes place in the June session of Year 12.

Cashing-in for GCE A-level awards takes place in the June session of Year 13.

There is no fee for cashing-in.