

# Exam Entries Policy

**Policy Type:** Local  
**Approved by:** Zoe Smallman, Principal/Head of Centre  
**Effective From:** September 2024  
**Revision date:** July 2025

## Document History

Changes to grammar, punctuation, spelling and sentence structure have been made throughout the document. In addition to these minor changes the following have been made.

Version	Date	Author	Changes
V1	17 July 2024	Helen Moss	Changes to dates and removal of the year in the sentence "For the autumn examination series".

## Policy Statement

The College, on occasion receives requests to enter students for examinations that are outside of their programme of study. There has been an expectation from students and parents/guardians that the College will arrange for these students to complete examinations at College, despite not studying the course.

Since the number of full time students at the College continues to grow, there is increasing examination as well as demands on accommodation and resources.

Furthermore, in respect of current students, the College is mindful that entering them for an examination for which they have not received teaching at the College goes against enrolment advice and guidance and may negatively impact their achievement as a whole.

For these reasons, we have carefully considered our stance on examination entries.

## Policy Aims

This policy clearly sets out the College's approach to entering students into examinations that are outside of a student's programme of study. It also addresses our position regarding leavers and private candidates.

## Policy Details

What follows are five commonly requested scenarios along with a clear outline of how the College would respond to such requests:

- **Requests made by current students to sit an A level or AS level examination in a subject for which they have not received teaching at the College.**

It will not be possible to fulfil any such requests.

- **Requests made by current College students to drop from the full A level examination to the AS level examination.**

Such requests will only be considered where there are extenuating circumstances that have been approved by the Assistant Principal/Lead Tutor and in agreement with the Senior Curriculum Manager.

- **Requests made by former students to resit examinations.**

It will not be possible to fulfil such requests in any circumstances.

- **Requests by current students (other than those enrolled on GCSE English and maths at College already) to resit GCSE English and/or maths in order to achieve a higher grade.**

A number of factors will be considered when making a decision for such requests:

- For the autumn examination series, year 12 students must resit GCSEs at their previous school (unless enrolled on GCSE English and maths).
- We may consider requests for current students in the summer exam session if it becomes apparent that a higher grade is required for progression to higher education.
- We will only administer resits with the following exam boards: AQA, Edexcel, OCR or WJEC.

For all other GCSE subjects, students will need to contact their previous school to arrange this or find a private centre to resit their exams.

- **Requests made by non-ex-students/general members of the public to sit an examination as a private candidate.**

It will not be possible to fulfil any such requests.