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## **EXAMINATION ENTRY POLICY**

Ormiston Rivers Academy will enter (and fund) each student (who is on the current school roll) to take the relevant examination units, coursework units or controlled assessment units as required by the course the student is registered on. Ormiston Rivers Academy will register (and fund) students on Vocational courses as required by the course the student is studying. All entries and registrations are subject to the student meeting the requirements of the course, details of which are made clear to the student at the beginning of the course. The school will fund each examined/coursework unit and registration once.

After publication of results, students (on roll) may request to re-sit any examination/unit subject to availability. Re-sits will only be allowed at the discretion of the school and upon payment of the entry fee, prior to any official entry being made to the examination board. GCSE re-sits are charged to the student at the rate the examination board charges the school. GCE re-sits are charged at £20.00 per unit.

The school will provide each student with a personal timetable for each relevant examination season. It is the responsibility of each individual student to check the details on their timetable and to attend their examinations arriving no later than 10 minutes prior to the start time as detailed on their timetable. The school is not obliged to admit any student who arrives late to an examination, any student who arrives after the examination has finished will not be admitted under any circumstances.

Should a student withdraw or absent themselves from any part of an examination without good reason, or fail to complete controlled assessment or submit coursework, the fees incurred will be the responsibility of the parent/carer. Where absence is for a medical reason, medical evidence, e.g. Doctor’s certificate for that day should be submitted to the Examinations Officer within three days.

It is the responsibility of the student to be aware of what is expected of them with regard to examination rules and regulations as laid down by the Joint council for Qualifications, particularly with regard to possession of unauthorised material/items including mobile phones, ipods, mp3 players, wrist watches with digital storage or any product with electronic communications/storage whilst in an examination room.

Full examination regulations can be found on our website.

Students must attend every examination in full school uniform throughout every examination session, even if returning whilst on study leave or after they have left school in May. It is the responsibility of each individual student to bring with them, to each examination, all necessary equipment/relevant allowed pre-release material.

It is the responsibility of the school to report any incident of malpractice or breech of examination regulations to the relevant examination board. (As detailed in the examination rules and regulations laid down by the Joint Council for Qualifications).