

# **Chadwell Heath Academy**

*A Specialist Mathematics, Computing, Science and Media Arts College*



## **Governing Body Policy on Pupils and Public Examinations**

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### **Policy on Entering Pupils for Public Examination**

The School is required to enter a pupil for each examination in a syllabus for a prescribed public examination for which the pupil has been prepared for entry by the School. The requirements can only be lifted if there are educational reasons for not entering the pupil, viz.

- a. has not attended classes regularly,
- b. has not completed the necessary classwork,
- c. has not completed the required amount of coursework,
- d. has not met the entry requirements set by the Examination Board,
- e. has been banned by the Examination Board.

or where the pupil's parents request in writing that the pupil should not be entered.

The School must inform parents in writing as soon as practicable after deciding for which examinations a pupil should/should not be entered, so that the parents have the opportunity to comment on the decision.

### **Policy on Examination Coursework**

Coursework submitted for examination purposes must be the pupil's own work. Where a teacher believes that the work submitted has been plagiarised then they must inform their Head of Department who must carry out an investigation and inform both the pupil and the parents of the outcome and consequences. A record of the investigation must be kept, together with its evidence and conclusion.

Pupils may be given the opportunity to resubmit amended coursework.

### **Policy on Charging for Public Examinations**

Neither the pupil nor their parents will be required to supply or pay for any books, materials, instruments or other equipment to be used for the purpose of, or in connection with, the syllabus for a prescribed examination for which the pupil has been prepared.

The School will pay for ONE entry per subject by the pupil. If a pupil wishes to resit an examination they must first satisfy the School of the reasons for the resit. If agreed, the pupil will be charged the cost of the resit which will include an administration fee.

**Policy on Charging for Other Public Examinations**

Where the preparation for an examination has occurred outside school hours, a charge may be made in addition to the entry fee for any costs associated with preparing the pupil for the examination. This charge must not exceed the actual costs of the provision.

**Policy on Recovery of Wasted Public Examination Fees**

If a pupil fails, without good reason, to complete the examination requirements for any public examination for which an entry fee has been paid, then the School may recover the fee from the parent.