



# St Louis Grammar School

A Specialist School for Technology and Computing

## St Louis Examination Policy

### Exam Responsibilities

Candidates are responsible for:

- Confirmation and signing of entries.
- Payment responsibilities.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

### Qualifications

The qualifications offered are KEY STAGE3, GCSE, GCE, Applied GCE and BTEC

### Exam Seasons

Internal exams are scheduled in line with the schools Assessment Policy:

#### INTERNAL Dates:

December: **Y8 – Y14** Christmas Exams begin (one week) **Assessment 2**

June: **Y8 – Y11** Summer Tests during this time

**Assessment 4** completed **Y8 - 11** (formal examinations)

#### EXTERNAL Dates:

January: Range of modular **GCSE** subjects for CCEA

Results: March

May–June: Range of modular **GCSE** subjects for CCEA

Results: August

Five continuous assessments are completed throughout the year using Sims Tracking.

All Internal exams are held under external exam conditions.

The HoD or TIC makes all decisions on the exam series to be used.

### Timetable

Once confirmed, the exams officer will circulate the exam timetable for Internal exams and External exams.



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The school website has been developed to include an Examinations section to assist with exam details for parents/ guardians.

### **Entries, Entry Details and Late Entries**

Candidates are selected for their exam entries by their subject teachers and this process should involve consultation with the students.

Teachers will sign the agreed entry to confirm its details.

Late entries are authorised by The Examinations Officer/ Assistant Examinations Officer.

Retake decisions will be made in consultation with candidates and Heads of Department.

### **Exam Fees**

Payment of examination fees will be administered by the Bursar's office and checked by the Examinations Officer.

The centre will pay all normal fees on behalf of candidates.

Late entry or amendment fees are paid by students.

Re-sit fees are paid by students.

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.