



EXAMINATION ENTRY POLICY

We are proud of the achievements of all our pupils. Success at the highest possible level for each pupil is a fundamental target at The Marches School and Technology College.

The school offers a wide range of subjects to GCSE level or similar. Full details of the Key Stage 4 courses are sent to parents with children in Year 9 before options are chosen. Parents are also invited to attend a Key Stage 4 Information Evening.

The Marches School and Technology College offers all students entry to external examinations at the end of Key Stage 4 (Year 11) or earlier depending on subject. Pupils must be aware of their responsibilities with regard to the completion of all appropriate work and attendance. Following consultation with parents and pupils, the school will decide on the examination subjects to be taken by each pupil and the level of entry. Those who fail to honor their obligation to study may not be entered for that examination.

All pupils are issued with a copy of the *provisional* examinations timetable in January preceding the exam series and a *confirmed* timetable, stating start times and venues, in March. Pupils are issued with a statement of examination entry prior to the exams.

The pupils are asked to check and confirm the information is correct. The school will provide regular information to pupils and parents, and where necessary consult them, especially regarding areas of concern.

All examinations are carried out under the rules of the Joint Council for Examinations, a copy of which is given to all pupils.

It is school policy to enter all pupils for external examinations at the appropriate level in all subjects in which they have reached the necessary standard and completed all the required coursework. If a pupil fails to complete the coursework requirements they are not entitled to examination entry.

Class based tests and internal examinations are set as necessary. These make a valuable contribution to the schools regular assessment, target setting and monitoring procedures. They also provide a valuable opportunity for practice in preparation for public examinations in both Key Stage 3 and Key Stage 4.

Pupils are being taught according to syllabuses prepared by the Oxford, Cambridge and RSA Examination Board (OCR), Assessment & Qualifications Alliance (AQA) and EDEXCEL. All courses have Department for Education and Skills approval.

Pupils are encouraged to set themselves high expectations and are supported in every way so that the best performance can be achieved.

The results awarded by the examination bodies will enable the pupils to progress to the next stage of education or to the world of work.