



Examinations

Non attendance, Re-sits and Private Entries

Principles

- The Littlehampton Academy undertakes to pay the entry to examination in each subject unit taken by each student aged 11 to 19 enrolled at the Academy. Thereby addressing the specific educational need of the individual.
- The Littlehampton Academy is the designated examination centre for Littlehampton, and will seek to support individuals, both from the local area and beyond, and groups wishing to use the school as an examination centre.

Aims

- To ensure access to appropriate examinations.

Non-attendance

- The Academy will not undertake to pay the fee if a student fails either to attend lessons, or to submit the necessary coursework or to attend the required examinations without a medical certificate. The cost of the entry will be borne by the candidate or by the subject area that made the entry
- There will be no re-entry by the school for any subsequent re-sit unless previous entry costs have been reimbursed

Re-sits

- Individual internal candidates are entitled to re-sit a unit, units or entire qualification on payment of the appropriate fee to the examinations office.
- Internal candidates who successfully raise their achievement through re-sit will be reimbursed the fees by the school on gaining confirmation of the improved result, but only if this results in a pass grade or above. (A pass grade being either a G or above at GCSE, or an E or above at AS / A level)

Private Entries

- In each case a fee will need to be charged that will cover the full costs of the examination including the registration fee, unit entry fee, invigilation costs, specialist equipment and administration time.

Monitoring, Evaluation and Review

Senior Leadership [Ms KJ Ratcliffe] will work with the Schools Examination Office to ensure that Examinations policies and procedures are regularly reviewed.