

Examination Fees Policy

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1. Rationale

Examination entries represent a significant financial commitment by the school and are essential in enabling students to achieve recognised qualifications. The school aims to ensure that all students have fair access to examinations while also promoting responsibility and accountability where costs arise due to actions outside the school's control.

This policy provides clarity regarding examination fees, circumstances where charges may be passed on to candidates or parents/carers, and the processes used to recover costs where appropriate. It supports the school's values of responsibility, resilience and aspiration by ensuring public funds are used effectively while maintaining high expectations for examination participation.

2. Aims

The aims of this policy are to:

- Ensure all eligible students are entered for appropriate public examinations.
- Provide transparency regarding examination costs.
- Clarify circumstances where candidates or parents/carers may be liable for fees.
- Ensure compliance with awarding body regulations.
- Protect school finances from avoidable examination costs.
- Promote student responsibility in relation to examination attendance and conduct.
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3. Examination Entry Principles

The school will:

- Pay the normal examination entry fees for students entered through the school.
- Ensure entries are made by published awarding body deadlines.
- Provide students and parents/carers with information regarding examination arrangements.
- Support students in meeting coursework and non-examination assessment requirements.
- Follow all JCQ and awarding body regulations when making entries, amendments and withdrawals.

Candidates are expected to:

- Attend all examinations for which they are entered.
- Follow JCQ examination regulations.
- Complete all required coursework and non-examination assessments.
- Meet deadlines provided by the school.
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4. Examination Fees and Charges

The school will normally fund:

- GCSE examination entry fees.
- Approved vocational qualification entry fees.
- Internal assessment costs.
- Standard certification costs.

Parents/carers or candidates may be required to pay for:

- Examination entries requested after school deadlines.
- Examination entries for private candidates.
- Replacement certificates.
- Additional copies of results documentation.

- Re-mark and review requests where the outcome does not result in a grade change (subject to current awarding body rules).
- Examination entries for qualifications not approved by the school.

Awarding body late fees can be substantially higher than standard entry fees and may be passed on where the delay was caused by the candidate.

5. Circumstances Where Fees May Be Recovered

The school reserves the right to seek reimbursement of examination fees where:

- A candidate fails to attend an examination without acceptable medical evidence or other exceptional circumstances.
- A candidate arrives so late that the awarding body refuses to accept or mark the script.
- A candidate is disqualified due to malpractice or failure to follow examination regulations.
- A candidate fails to complete required coursework or non-examination assessment components without valid evidence of mitigating circumstances.
- A candidate requests an entry after the school deadline and additional fees are incurred.
- A private candidate is entered through the school.

Evidence will always be considered before any charge is applied, and each case will be reviewed individually.

6. Reviews of Marking and Appeals

Following the publication of results:

- Students may request a review of marking, clerical check, or access to scripts.
- The school will advise on the likelihood of success before a request is submitted.
- Parents/carers may be asked to cover the cost of the service where appropriate.
- If a review results in a change to the overall qualification grade, the school may refund the fee in line with awarding body arrangements.
- Requests must be submitted by the deadlines published by the school and awarding bodies.

Candidates should be aware that grades may increase, decrease or remain unchanged following a review.

7. Enforcement Procedures

Where examination fees become payable:

- Parents/carers will be notified in writing of the reason for the charge.
- Supporting evidence and relevant awarding body regulations will be provided where appropriate.
- An opportunity will be given to discuss exceptional circumstances before payment is requested.
- Outstanding examination charges may be added to the school's debt recovery procedures in line with the school's Charging and Remissions Policy.
- The Headteacher's decision regarding fee recovery will be final.

8. Roles and Responsibilities

School

- Ensure examination entries are made accurately and on time.
- Communicate examination arrangements and deadlines clearly.
- Apply this policy fairly and consistently.
- Comply with JCQ and awarding body regulations.

Exams Officer

- Manage examination entries and amendments.
- Communicate key deadlines to students and parents/carers.
- Calculate and process examination fees where applicable.
- Maintain accurate examination records.

Students

- Attend all examinations.
- Follow examination regulations.
- Complete required coursework and assessments.
- Meet all deadlines communicated by the school.

Parents/Carers

- Support students in attending examinations and meeting deadlines.
- Notify the school of exceptional circumstances affecting examination attendance.
- Pay fees where charges are legitimately incurred under this policy.

Senior Leadership Team

- Monitor implementation of the policy.
- Review fee recovery decisions where appropriate.
- Ensure compliance with JCQ regulations and trust policies.