

Additional Entry of Examinations Policy

POLICY FOR	Additional Entry of Examinations
PERSON RESPONSIBLE	Head of School
REVIEW DATE	May 2023
REVIEWED BY	Assistant Principals and Head of School
APPROVED DATE	5 th July 2022
APPROVED BY	Executive Leadership Team
DATE OF NEXT REVIEW	June, 2023
RELATED POLICIES	Examination policy, Year 12 Admission Policy


 Executive Principal / CEO



Additional Entry of Examinations Policy

Principles and Definitions

As a general guidance, The Westminster School recommends that students are only entered for examinations for which they have been tutored at school. Furthermore, it is recommended that students sit their examinations at the end of the programme of study, which is when they have the best chance of achieving the highest grade. The programme of study for IGCSEs is normally two years long, starting in Year 10. For AS Levels it is one year long starting in Year 12 and for A Levels it is two years long starting in Year 12.

Private Entry

We recognise that in certain circumstances it is beneficial for a student to be entered through the school for additional subjects for which they have been tutored privately. This is called 'private entry'.

Early Entry

It is also recognised that in some cases a student can benefit from taking an examination before the end of the programme of study. The normal time for students to take examinations is at the end of Year 11 for IGCSEs, at the end of Year 12 for AS Levels and at the end of Year 13 for A Levels. Taking an examination before the normal time is called 'early entry'.

Examination Series

There are three main times a year in which students can take board examinations –The following table gives you details of the examinations offered by the different examination boards in these series.

Examination Series	Examination Board	Program of Study
Summer (May/June)	Cambridge	IGCSE, AS, A Levels
	Pearson Edexcel	IGCSE, AS, A Levels
	Oxford AQA	IGCSE, AS, A Levels
Autumn (Oct/Nov)	Cambridge	IGCSE, AS, A Levels
	Pearson Edexcel	AS, A Levels
	Oxford AQA	IGCSE
Winter (January)	Pearson Edexcel	AS A Levels
	Oxford AQA	AS A Levels

The Westminster School does not accept any responsibility for the outcome of early entry or private entry candidates. Should a student be accepted as a private candidate the parents will be asked to sign a declaration stating that they will not hold the school responsible for the outcome. The school will endorse all certificates for examinations taken by its own students in its own examination centre (The Westminster School).

Criteria for Early and Private Entry :

In order to be fair to all students, and in order to efficiently and effectively manage the timetable, the school has formulated guidelines for early and private entry:



Early Entry

In May/June Year 10

A maximum of one subject may be taken as Early Entry from the following IGCSE subjects:

Mathematics	English – FLE
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In October /November -Year 11

A maximum of two subjects may be taken as Early Entry from the following IGCSE subjects:

Mathematics	Business Studies	Environmental Management
Physics	Chemistry	Biology

Additionally, the students can also take English as a Second Language (ESL) or First Language English (FLE) as a third subject.

Examination Board regulations state that students are not permitted to take FLE and ESL in the same session.

To be considered for early entry in IGCSE the student must:

- Be studying the subject at The Westminster School
- Obtain a grade A* in the relevant subject in the first term report in Year 10 for entry in the Summer series (May/June) of Year 10.
- Obtain a grade A or A* in the relevant subject in the final term report in Year 10 for entry in the Autumn series (Oct/Nov) of Year 11.
- Have a minimum of 90% attendance in the previous academic year.
- Continue attending the lessons till the results are declared **and in year 11, if they plan to continue with the subject in Year12,**
- Agree to repeat entry at the end of the programme of study and to continue attending classes until the final examination if he/she does not obtain A or A*.
- Continue studying assigned course(s) if he / she achieves an A or A*. **These classes could be co-education classes.**

English as a Second Language (ESL)

The Westminster School is a British Curriculum School and as such all students are expected to follow an IGCSE course in FLE in Year 10.

When a student achieves a Grade A*-C in their English Year 10 Final Term report, they may be entered for ESL in the Autumn (Oct/ Nov) series of Year 11.

When a student fails to achieve at least a grade C in FLE at the end of Year 10 they will be taught ESL in Year 11 and take the examination in that subject at the end of Year 11. There will be no early entry in FLE or ESL for any student achieving less than Grade C in English in their end of Year 10 report.

Students will not be admitted to Year 12 if they break any agreement contained in this policy without the written consent of the Assistant Principal or Head of School.



Early Entry for AS and A level is open only for the Winter Series (January) for the following subjects:

Chemistry WCH11(Unit 1)/ WCH14(Unit 4) (Pearson Edexcel)	Mathematics WMA11(P1)/ WMA13(P3) (Pearson Edexcel)	Business Studies BU01 (Oxford AQA)
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To be considered for early entry in AS or A Level the student must:

- Be a student of The Westminster School, Dubai in the previous academic year.
- Have an attendance of at least 90% in the previous academic year and continue in the current academic year.
- Have an ALPS MEG (Minimum Expected Grade) of A or A*.
- Have achieved a grade A or A* in the same subject at IGCSE level.

Occasionally there may be a **compelling educational reason** for entering an examination early. Normally this would be a medical reason. Such cases will be dealt with on an individual basis and must be supported by additional evidence. The school's decision will be final for such requests.

Private Entry

To be considered for private entry a student must:

- Be a student of The Westminster School, Dubai in the previous academic year.
- Take the subject that is taught in the school except for Arabic.
- Have a good reason for not taking the subject in school.
- Have a Cognitive Ability Test (CAT4) prediction of grade C or above for IGCSE.
- Have a MEG (Minimum Expected Grade) of grade B or above for AS and A Levels.
- Have an attendance of at least 90% in the current academic year.

Occasionally there may be a **compelling educational reason** for entering as a private entry without taking tuition from the school. This may be because it is required for university entrance but it is not possible for the school to give tuition. Such cases will be dealt with on an individual basis and must be supported by additional evidence. The school's decision will be final for such requests.

In the case of the examination season being cancelled and predictions being required from the school (as in the case of summer 2020 and 2021), the school will not give predictions / Center / School / Teacher assessed Grades to the examination board for Private Entry students, even if they study other subjects at The Westminster School. In such a case the examination entry will be withdrawn. It is a condition of entry for private entry students that they accept this risk and do not later ask the school to make a prediction.

The school will not be able to give the examination board or universities a forecast or predicted grade in the case of private entry students.

Decisions on Early and Private Entry

Decisions on who may enter examinations early or privately will be made by the relevant Assistant Principal (Secondary Boys or Secondary Girls) after consultation with the Subject Leaders and will be based on the above criteria. If the Assistant Principal is unsure about a particular case he or she will refer it to the Examinations Committee for a decision. Entry will only be made on submission of the signed agreement (signed by both Assistant Principal and Parent) and payment of examination fees.



EDUCATION

Under no circumstances will entry be allowed without a signed agreement.

The following are decisions for students of Year 10:

Students who have withdrawn from any of the May/June 2022 board examination are permitted to register for the same subjects in Oct/Nov 2022.

Students who feel they have underperformed in any subject(s) in the May/June 2022 board examination are permitted to retake the same subject(s) in Oct/Nov 2022 in their Year 11.

Students who attain an 'A' grade for their subject(s) in their Year 10 final report will be permitted to appear in Oct/Nov 2022 in their Year 11. They can register for a maximum of two (2) subjects for this series.

We are not accepting ANY candidates from registering for private subjects for the Oct/Nov 2022 examination series. Such students can appear for those subjects they wish to do privately in the May/June 2023 series

The following are decisions for students of Year 11 to 13:

Year 13 students who withdrew from the May/June 2022 examinations are permitted to register for those same subjects in the Oct/Nov 2022 series.

Year 11- 13 students who are not continuing in The Westminster School, Dubai will only be registered as private candidates and school name will not appear in the result sheet.

