

EXTERNAL EXAMINATION POLICY - 2022-23

POLICY FOR	External Examination
PERSON RESPONSIBLE	AP'S SECONDARY
REVIEW DATE	SEPTEMBER 2022
REVIEWED BY	TLA
APPROVED DATE	AUGUST 2022
APPROVED BY	ELT
DATE OF NEXT REVIEW	SEPTEMBER 2023
RELATED POLICIES	



Executive Principal / CEO



EXTERNAL EXAMINATION POLICY - 2022-23

The purpose of this policy is to set criteria for the registration process of external examination. This policy applies to students registered in Years 11 to 13 for the Academic Year 2022-2023.

Principles and Definitions

As a general guidance, The Westminster School recommends that students are only entered for examinations for which they have been taught 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 IGCSE is normally two years long, starting in Year 10. For AS Level it is one year long starting in Year 12 and for A Levels it is two years long starting in Year 12. Any exam registered before the completion of the course where the student prepares for the examination on their own is called 'Early 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 taught privately. This is called 'Private entry'.

Examination Registration in School – Year 11, 12 and 13

Students **must** score a 'D' or above in their Mock exams to be eligible to register for the External examination in that subject.

All Year 12 students who have scored an E/U grade in AS level external examinations have the following options:

- Retake the Examination in Oct/Nov/Jan.
- Repeat Year 12
- Drop that specific subject if they wish to continue A levels at TWS.

If the score is an 'E' grade or below in the retake Examinations, then they will not appear for A level examination in that subject and will be required to drop that subject from regular study.

Outgoing Year 13 students can retake the examinations as Private candidates in TWS in the next Academic Year.

Examination Registration at an external examination centre – IGCSE (Year 11) and AS/A- Level (Year 12 and 13)



If a student scores an E or U grade in the Term/Mock examinations, the school will provide an NOC (No Objection Certificate) to register for the exam through an external examination centre.



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