

 **Re-sits for GCSE & A levels Policy**2022/24

This policy is reviewed annually to ensure compliance with current regulations

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| Approved/reviewed by |
| Dr Kevin Bawn |
| Period of policy | 2022-2024 |
| Date of next review | Jan 2024 |

**Key staff involved in the policy**

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| Role | Name(s) |
| Head of Centre | Dr Kevin Bawn - Principal |
| Senior Leader(s) | Paul Sutton - Deputy Principal (Pastoral) |
| Senior Leader(s) | Sara Jacobs - Deputy Principal (Curriculum) |
| Senior Leader(s) | Allen Bailey - Assistant Principal (Data) |
| ALS lead/SENCo | Louise Telford - Assistant Principal, SENDCo |
| Exams Officer | Amanda Kilby |

**Purpose of the policy**

This policy confirms Clyst Vale Community College will draw to the attention of candidates and their parents/carers the options available regarding re-taking exams and the process in which to do so.

**Exam Re-sits for GCSEs and A levels**

**Current students:**Will be allowed to re-take exams they have already taken but they will have to pay the cost of the exams. They take responsibility for completing the appropriate forms in January and returning them on time with the appropriate fee.

**Former students:**Will be allowed to return to college as a private candidate to take exams they **have already taken** at the college if they have not gone on to another educational establishment offering the same qualification. These former students will be responsible for contacting the school in January to obtain the re-sit application form and returning it on time with the appropriate fee.

**Re-sits for Maths and English GCSEs:**
Former students can re-sit their Maths and English in the November re-sit season. They will pay the cost for the exam. Students still attending the college do not pay for Maths and English re-sits.

**We will not accept any other private candidates to take exams in the college unless there are exceptional circumstances.**

**Exam re-sits for BTECs and similar exams**

* If a student takes an exam such as a BTEC and is unsuccessful they can re-sit the exam and the school will pay for the re-sit.
* If the student re-sits the exam and is unsuccessful again, they can re-sit the exam, but they must pay for it.
* The original exam and first re-sit will come from the Exams budget. Further re-sits will be paid for by the student (or, in exceptional circumstances, the department).