



### EXAM CHARGING POLICY

If your child is ill on the day of the exam or there is a family emergency, please contact the school immediately and speak to the exam office.

We will ask for proof and can present this evidence to the exam board and in some circumstances a grade may still be awarded.

### Charges for missed exams

If your child does not attend an exam, and there is no satisfactory explanation, then we reserve the right to charge you for the cost of this exam.

This cost will be the physical cost the school has paid the exam board for your child's paper; this can range from £25 to £125 per exam missed.

Please note, we may withhold results and certificates until such time that outstanding fees are paid.

### Charges for Re-taking Exams

With regard to students re-taking a subject, if their subject teacher does not feel it will benefit them in any way or their grade will not improve, we reserve the right to charge for this examination. Entries will not be made until fees are paid in full.

### Charges for Re-marks

If your child's results are not what you were expecting, in the first instance your child will need to speak to their teacher. In some circumstances you may request that this paper is re-marked. There is a charge for this. You will be advised of the cost and procedure. We will not submit the application until payment is made and the Exam Board set specific deadlines for these applications to be made by. If the grade improves there is no charge and you will be refunded. If the grade stays the same or goes down then you will not get a refund.

Remember grades can go up as well as down.

### Charges for replacement timetables

All students are issued with two exam timetables.

The first one being a white copy which is given to them usually in February for them to check the spelling of their name, it also shows the dates of the exams and for them to check they are entered for the subject they think they are taking.

A second, bright yellow timetable will then be issued with all the seating shown on the timetable will be issued before the Easter Break. This will also be available to view through your log in on Eportal.

Replacement timetables are always available and there is a charge of £0.50p to replace this yellow timetable.

Students are also asked to complete a contact form which includes their home, own mobile number and another contact number. We use these numbers if your child has not turned up for their exam. This could be a genuine mistake and it is vital they provide us with this information.

### Charges for Entrance Exams for University

Courses such as medicine and dentistry require a specific entrance exam to be taken when applying for courses. Other universities want a Maths exam, such as Cambridge STEP, or other entrance exam to be taken.

All these exams can be taken through Churchdown School. We will arrange the entry, a room, an invigilator and submitting the completed exam paper. There is an exam charge which is set by the organisation running it, and we will ask for payment of this prior to making the entry.

It will be your child's responsibility to check what exam they are required to take and to ensure that the request is made to the school in good time for entries to be made. There are no late entry opportunities for these exams.

If you have any queries whatsoever concerning external examinations, Please  
contact

MrsDinwoodie – Examination officer  
01452 713340 ext 215 or by email on  
exams@churchdownschool.com