



**Examination Entries Policy
Updated May 2019**

Aim

At Social Arts for Education, we aim to ensure that all examination administration is performed as efficiently as possible, to minimise stress to staff and students, minimise costs to SAFE and to maintain the security and integrity of the examinations. This policy sets out procedures to follow when examination entries are made.

Policy

Main entries

Staff must submit a list of children they wish to have entered for summer qualifications by the first week in February each year. Staff must have a reasonable level of confidence that children are capable of passing the qualifications they are to be entered for.

Candidates must each be given a personalised examination timetable as soon as entries have been confirmed.

Unless there are extenuating circumstances, main entries for a series must be made by the examinations officer before the February deadline, before late entry fees apply. Entries must be checked by a second member of staff after they have been made, in order that any errors can be picked up as soon as possible. Entries must also be given to subject staff to check.

Functional skills must be entered as early as possible even if a candidate has entries for duplicate series, to avoid late entry fees. Candidates can then be withdrawn if necessary.

Late entries

Where late entries are made, if this is at the request of a parent, the parent must bear the extra cost of the entry. If the lateness is the fault of SAFE administration, then SAFE must bear the cost.

External candidates

Where external candidates are entered for examinations, they must meet with centre staff and their identity must be checked and verified before the date of examination. A copy of their photographic ID must be retained on file, and all staff invigilating must be made aware of who they are.

Withdrawal

If a child is withdrawn from a qualification, this must be done prior to the April deadline. If a parent decides to withdraw their child after this deadline, they may be charged for any costs incurred by SAFE as a result.

Review

This policy was written on 14/05/2019 and will be reviewed at least annually, or when significant events prompt a review of procedure.