

Policy number C12



Non-curriculum Exams Policy

If you would like to sit an exam at Reading School which we do not offer at GCSE or A Level you will need to complete a 'Non-curriculum Exam Entry Form'. These can be obtained from the Exams Officer, (exams@reading-school.co.uk). Please note we only permit students from Year 11 upwards to sit non-curricular exams. Reading School is not able to advise on which examination board or assessment to sit.

Once we have received the application form we will need to investigate the following:

- Is the applicant doing well academically? The School will not authorize non-curriculum exams entries if the School thinks it will hinder their academic studies.
- Can Reading School accommodate the requirements for the qualification?
- Can Reading School be confident that the applicant would achieve a credit-worthy grade?
- Will doing this additional examination benefit the applicant?

The following underlying principles should also be understood:

1. Reading School will not approve the entry if the non-curricular exam clashes with any of the applicants mainstream GCSE or A level exams.
2. Reading School will only consider requests for additional language qualifications if the language is spoken fluently and if no additional oral/aural invigilation or assessment is required.
3. Reading School will not permit additional language qualifications if we already teach the additional language being requested.
4. Apart from additional languages spoken fluently we will not support additional GCSE or A Level qualifications for Year 11 or 13 students, as no amount of additional qualifications increase a student's future career prospects. The A Level and GCSE options the School provides are more than sufficient for competitive Sixth Form and university applications.
5. We will not accommodate any exam entries for Year 14 students.

We further stipulate:

- The provision of examination syllabuses and assessment materials must be sourced by students and/or their parents/carers.
- Reading School will not offer any tutoring or advice regarding the qualification, and are under no obligation to provide coaching or tuition.
- Electing to sit the examination must have no impact on the applicant's mainstream subject choices, and the applicant will be expected to meet the school's expectation with regards to normal timetabled lessons for their year group.
- Applicants are not entitled to study leave on the days before an examination; private entry is an elective choice and they must manage the demands on their time accordingly.
- Applicants will be charged entry fees for each component, plus an administration fee of £25. This must be paid before the entry is made with the exam board. The fee is non-refundable if the applicant decides to withdraw after the exam entry deadline.

- If there are no other exams timetabled in the same session as these exams, the applicant will also be charged for the cost of invigilation.

The following points are in reference to modern foreign language qualifications, with an oral component, and qualifications with a controlled assessment element, for the benefit of potential applicants' decision making about entry for these additional qualifications.

- Reading School believes there is no evidence to show that qualifications in a home language offer any long-term benefit to students when applying to university or employment.
- Reading School is not able to provide support for qualifications which include a controlled assessment element.
- Reading School is not able to accommodate students wishing to sit a modern foreign language qualification, which includes an oral component.

Approved by Curriculum & Standards Committee, 10th March 2025

For review: March 2028