

Policy number C12



Non-curricular 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 Mrs Turner, Exams Officer, (eturner@reading-school.co.uk). Please note we only allow 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 your form we will need to investigate the following:

- Is your son doing well academically currently? Does he have good attendance? The school will not authorise extracurricular exams entries if we think it will hinder his academic studies.
- Can Reading School accommodate the requirements for the qualification?
- Can Reading School be confident that the student is on track for a credit-worthy grade?

The following underlying principles should be understood:

1. We will not approve of the entry if the non-curricular exam clashes with any of your son's mainstream GCSE or A level exams.
2. We will only consider requests for additional language qualifications if the language is spoken in the family home and if no additional oral/aural invigilation or assessment is required, or if we already teach the additional language being requested.
3. Apart from additional languages spoken at home we will not support additional GCSE or A Level qualification for year 11 or 13 students, as no amount of additional qualifications increase a students' future career prospects. The A Level and GCSE options the School provides are more than sufficient for competitive sixth form and university applications.
4. Applications from Year 14 and Year 12 students for summer exams will only be approved if completion of the qualification requested is a pre-requisite for students' future study programmes. IE. undergraduate application for A Level re-sits and A Level candidates applying for GCSE programmes will not be approved, as students must move forward with their studies.

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 your son's mainstream subject choices, and your son will be expected to meet the school's expectation with regards to normal timetabled lessons for your son's year group.
- Your son is 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.
- You will be charged entry fees for each component, and an administration fee of £25. This must be paid before the entry is made with the exam board. The fee is non-refundable if your son decides to withdraw after the exam entry deadline.

- If there are no other exams timetabled in the same session as these exams, you 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.

- 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, unless the head of department in the relevant subject provides a written statement to the exams officer explaining that they are willing to do so in a particular instance.
- Reading School is not able to accommodate students wishing to sit a modern foreign language qualification, which includes an oral component, unless the head of department in the relevant subject provides a written statement to the exams officer explaining that they are willing to do so in a particular instance.

Approved by Curriculum & Standards Committee, 7th March 2022

For review: March 2025