



St Mary's School
CAMBRIDGE

Support Regarding Early Sitting of Public Examinations

This policy is the responsibility of the Deputy Head (Academic) and reviewed by the Senior Leadership Team.

Last review: January 25

Next review: September 25

Context

This policy describes the provision made by St Marys' School, Cambridge (the School) for pupils, because of individual circumstances, wishing to take subjects early or subjects in addition to the main curriculum offering.

At the School, there are some students who wish to gain additional qualifications in languages which are either their first language or a language in which they are sufficiently fluent, for example, due to it being widely spoken at home.

A small number of pupils may have an interest or proficiency in a discipline that is not a language and would like formal recognition for their study of that subject.

Subjects in addition to the main curriculum offering

Examples of subjects in this category would be Italian, Russian, and Arabic, which are either taken early or taken at the same time as the main curriculum GCSE or GCE examinations.

The School will act as the Examinations Centre and pupils should contact the Examinations Officer as soon as possible to ensure all paperwork and arrangements are in place. Parents/Guardians will be expected to bear the cost of the entry.

Some components of an examination, for example, oral examinations, will require a specialist teacher who the parents will need to engage at their expense.

A specialist teacher must be appointed independently of the School and they must be familiar with the specification being undertaken. The Head of Modern Foreign Languages (MFL) should meet with the specialist teacher as the School's representative to ensure this is the case.

Some pupils may need classes to prepare for components of the examination. Parents should be aware that the School is not able to provide rooms or supervision for teachers who are not directly employed by the School.

The School reserves the right not to enter a pupil for an examination under the terms of this policy if there is concern the pupil has not been adequately prepared.

Curriculum subjects taken early

Subjects in this category are Spanish, French, German and Chinese languages taken early or alongside GCSE or GCE examinations.

The School will act as the Examinations Centre and pupils should contact the Examinations Officer as soon as possible to ensure all paperwork and arrangements are in place. Parents will be expected to bear the cost of the entry.

Some components of an examination, for example, oral examinations, will require preparation classes. Subject to availability and agreement, members of the School teaching staff may offer such lessons which will be charged for at an hourly rate to be agreed at the outset.

Things to consider

If taking a qualification early, before committing to sitting an examination, please check that the examination date does not clash with a curriculum subject formal requirement. For example, Geography has a compulsory fieldwork trip in May for Year 10. If this is the case, you will not be able to sit the examination early.
