St Mary's School
CAMBRIDGE

Support Regarding Early Sitting of Public Examinations Policy

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

Last review: April 26

Next review: April 27

Context

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

The School welcomes pupils from a wide range of nationalities and cultures to both our day and boarding community. Many pupils are studying in English as a second language and seek recognition for their fluency in a first language through a formal qualification. Others speak English at home but because of family background have learned a foreign language for some time and wish to gain a qualification alongside their curriculum subjects.

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, either 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 a specialist teacher who the Parents will need to engage at their expense.

If a specialist teacher is appointed independently of the School, they must be familiar with the specification being undertaken. The Head of Modern Foreign Languages (MFL) should meet with the specialist teacher in these circumstances 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 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

Examples of subjects in this category would be Spanish, French, and German taken early or Chinese 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.

Parents should be aware that the School is not able to provide rooms or supervision for teachers not directly employed by the School.

Things to consider

In both cases, before committing to sitting an examination early, students should check that there are not trips for their GCSE curriculum subjects that would clash with the examinations are scheduled to take place, e.g. Geography has a compulsory fieldwork trip in May for Year 10 students which might clash with one or more of the examination papers. If this is the case, students may not be able to sit the examination early.