



POLICY ON EXAM ENTRY TIERING

Candidates are selected for their exam entries by the Subject teachers in agreement with the Heads of Department. The decision is made after analysis of results from Mock exams, internal assessments and the level of work in lessons.

- A statement of entry will be distributed to pupils in February to check personal details and tiers of entry.
- Candidates or parent/carers can request a subject entry, change of level or withdrawal.
- Candidates or parent/carers have until 20th March to request a change of tier entry in the free Exam Boards amendment window. After this date the amendment fee will be chargeable to the student.
- Each request will be considered after consultation with Subject teachers and Heads of departments.
- The teacher decision can be overridden if a parent/carer insists that a tier of entry is to be changed. Written confirmation is required by the parent/carer that they are fully aware that this is against school advice.

Updated 15th December 2015

To be reviewed December 2016