



EXTERNAL EXAMINATION POLICY - 2023-24

POLICY FOR	External Examination
PERSON RESPONSIBLE	APs SECONDARY
REVIEW DATE	May 2023
REVIEWED BY	TLA
APPROVED DATE	6 th June 2023
APPROVED BY	ELT
DATE OF NEXT REVIEW	June 2024
RELATED POLICIES	

Executive Principal / CEO



EXTERNAL EXAMINATION POLICY - 2023-24

The purpose of this policy is to set criteria for the registration process of external examination. This policy applies to students registered in Years 11 to 13 for the Academic Year 2023-2024.

Principles and Definitions

As a general guidance, The Westminster School recommends that students are only entered for examinations for which they have been taught at school. Furthermore, it is recommended that students sit their examinations at the end of the programme of study, which is when they have the best chance of achieving the highest grade. The programme of study for IGCSEs is normally two years long, starting in Year 10. For AS Levels it is one year long starting in Year 12 and for A Levels it is two years long starting in Year 12.

Early Entry

The programme of study for IGCSE is normally two years long, starting in Year 10. For AS Level it is one year long starting in Year 12 and for A Levels it is two years long starting in Year 12. Any exam registered before the completion of the course where the student prepares for the examination on their own is called 'Early entry'.

Private Entry

We recognise that in certain circumstances it is beneficial for a student to be entered through the school for additional subjects for which they have been taught privately. This is called 'Private entry'. Private entry is only permitted for students who are fully enrolled in The Westminster School, Dubai. Students registering for private subjects in TWS are not permitted to register for private entries in any other external examination centre. The school will not be held accountable for any clash in timetable resulting due to breach in this policy.

Examination Registration in School – Year 11, 12 and 13

Examination Series

There are three main times a year in which students can take board examinations –The following table gives you details of the examinations offered by the different examination boards in these series.

Examination Series	Examination Board	Program of Study
Summer (May/June)	Cambridge	IGCSE, AS, A Levels
	Pearson Edexcel	IGCSE, AS, A Levels
	Oxford AQA	IGCSE, AS, A Levels
Autumn (Oct/Nov)	Cambridge	IGCSE, AS, A Levels
	Pearson Edexcel	AS, A Levels
	Oxford AQA	IGCSE
Winter (January)	Pearson Edexcel	AS A Levels
	Oxford AQA	AS A Levels

The Westminster School does not accept any responsibility for the outcome of early entry or private entry candidates. Should a student be accepted as a private candidate the parents will be asked to sign a declaration stating that they will not hold the school responsible for the outcome. The school will endorse all certificates

for examinations taken by its own students in its own examination centre (The Westminster School).

All Year 12 students who have scored an **E/U** grade in AS level external examinations must take one of the options below :

- Retake the Examination in Oct/Nov/Jan if you wish to continue the subject in A Level
- OR
- Drop that specific subject.

Criteria for Early and Private Entry:

In order to be fair to all students, and in order to efficiently and effectively manage the timetable, the school has formulated guidelines for early and private entry:

Early Entry

In May/June Year 10

A maximum of one subject may be taken as Early Entry from the following IGCSE subjects:

Mathematics	English – FLE	Physics
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In October /November -Year 11

A maximum of two subjects may be taken as Early Entry from the following IGCSE subjects:

Mathematics	Business Studies	Environmental Management
Physics	Chemistry	Biology

Additionally, the students can also take English as a Second Language (ESL) or First Language English (FLE) as a third subject.

Examination Board regulations state that students are not permitted to take FLE and ESL in the same session.

To be considered for early entry in IGCSE the student must:

- Be studying the subject at The Westminster School
- Obtain a grade A* in the relevant subject in the first term report in Year 10 for entry in the Summer series (May/June) of Year 10.
- Obtain a grade A or A* in the relevant subject in the final term report in Year 10 for entry in the Autumn series (Oct/Nov) of Year 11.
- Have a minimum of 92% attendance in the previous academic year.
- Continue attending the lessons **in Year 11** until the results are declared, **if they plan to continue with the subject in Year 12.**
- Agree to repeat entry at the end of the programme of study and to continue attending classes until the final examination if he/she does not obtain A or A*.
- Continue studying assigned course(s) if he / she achieves an A or A*. **These classes could be co-education classes.**

English as a Second Language (ESL)

The Westminster School is a British Curriculum School and as such all students are expected to follow an IGCSE course in FLE in Year 10.

When a student achieves a Grade A*-C in their English Year 10 Final Term report, they may be entered for ESL in the Autumn (Oct/ Nov) series of Year 11.

When a student fails to achieve at least a grade C in FLE at the end of Year 10 they will be taught ESL in Year 11 and take the examination in that subject at the end of Year 11. There will be no early entry in FLE or ESL for any student achieving less than Grade C in English in their end of Year 10 report.

Students will not be admitted to Year 12 if they break any agreement contained in this policy without the written consent of the Assistant Principal or Head of School.

Early Entry for AS and A level is open only for the Winter Series (January) for the following subjects:

Chemistry WCH11(Unit 1)/ WCH14(Unit 4) (Pearson Edexcel)	Mathematics WMA11(P1)/ WMA13(P3) (Pearson Edexcel)	Business Studies BU01 (Oxford AQA)
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To be considered for early entry in AS or A Level the student must:

- Be a student of The Westminster School, Dubai in the previous academic year.
- Have an attendance of at least 92% in the previous academic year and continue in the current academic year.
- Have an ALPS MEG (Minimum Expected Grade) of A or A*.
- Have achieved a grade A or A* in the same subject at IGCSE level.

Occasionally there may be a **compelling educational reason** for entering an examination early. Normally this would be a medical reason. Such cases will be dealt with on an individual basis and must be supported by additional evidence. The school's decision will be final for such requests.

Private Entry

To be considered for private entry a student must:

- Be a fully enrolled student of The Westminster School, Dubai.
- Take a subject that is taught in the school except for Arabic.
- Have a good reason for not selecting the subject for tuition in school.
- Have a Cognitive Ability Test (CAT4) prediction of grade C or above for IGCSE.
- Have a MEG (Minimum Expected Grade) of grade B or above for AS and A Levels.
- Have an attendance of at least 92% in the current academic year.

Occasionally there may be a **compelling educational reason** for entering as a private entry without taking tuition from the school. This may be because it is required for university entrance but it is not possible for the school to give tuition. Such cases will be dealt with on an individual basis and must be supported by additional evidence. The school's decision will be final for such requests.

In the case of the examination season being cancelled and predictions being required from the school (as in the case of summer 2020 and 2021), the school will not give predictions / Center / School / Teacher assessed Grades to the examination board for Private Entry students, even if they study other subjects at The Westminster School. In such a case the examination entry will be withdrawn. It is a condition of entry for private entry students that they accept this risk and do not later ask the school to make a prediction.

The school will not be able to give the examination board or universities a forecast or predicted grade in the case of private entry students.

Decisions on Early and Private Entry

Decisions on who may enter examinations early or privately will be made by the relevant Assistant Principal (Secondary Boys or Secondary Girls) after consultation with the Subject Leaders and will be based on the above criteria. If the Assistant Principal is unsure about a particular case, he or she will refer it to the Examinations Committee for a decision. Entry will only be made on submission of the signed agreement (signed by both Assistant Principal and Parent) and payment of examination fees.

Under no circumstances will entry be allowed without a signed agreement.

The following are decisions for students of Year 10:

Students who have withdrawn from any of the May/June 2023 board examination are permitted to register for the same subjects in Oct/Nov 2023.

Students who feel they have underperformed in any subject(s) in the May/June 2023 board examination are permitted to retake the same subject(s) in Oct/Nov 2023 in their Year 11.

Students who attain an 'A' grade for their subject(s) in their Year 10 final report will be permitted to appear in Oct/Nov 2023 in their Year 11. They can register for a maximum of two (2) subjects for this series.

No private entry is permitted in Oct/Nov 2023 examination series. Such students can appear for those subjects they wish to do privately in the May/June 2024 series

The following are decisions for students of Year 11 to 13:

Year 13 students who withdrew from the May/June 2023 examinations are permitted to register for those same subjects in the Oct/Nov 2023 series.

No private entry is permitted in Oct/Nov 2023 examination series. Such students can appear for those subjects they wish to do privately in the May/June 2024 series.

Students who are not currently fully enrolled in The Westminster School, Dubai will not be permitted to register as private candidates.