



**Pontypridd High School**

# **Examination Withdrawal Policy**

*'Learning and achieving together'*  
*'Dysgu a chyflawni gyda'n gilydd'*

## Examination Withdrawal Policy

Date of policy:	November 2022
Adopted:	22 <sup>nd</sup> November 2017 Standards Committee Meeting Autumn 2018 Reviewed Standards Committee meeting 18 <sup>th</sup> January 2022 Reviewed Standards Committee meeting 25 <sup>th</sup> January 2023
To be reviewed :	Autumn 2023
Member of staff responsible:	Deputy Headteacher and Leader of Standards
Committee Responsible:	Standards

### Introduction

At Pontypridd High School it is clearly understood that all examination students who have 'opted' for and are currently listed as studying a subject at Entry, GCSE (Levels 1&2 or vocational equivalent), AS or A2 level are expected to sit the final examination in order to gain a qualification, irrespective of the anticipated grade.

We understand that:

- Initial entry of all candidates must be made
- Candidates will only be permitted to be withdrawn from the final examination under exceptional circumstances. Candidates may not withdraw simply because they:
  - do not enjoy the subject
  - expect to gain a relatively low grade
  - want to 'concentrate' on their other subjects.
- Candidates should not be considered for withdrawal for simply not completing course work unless the course is based on an extremely high c/wk percentage e.g.70%+ and they have passed all reasonable course work deadlines.
- There may be certain circumstances, which would make it acceptable, or indeed advantageous, for an individual candidate to be withdrawn from a subject.

### Operating Procedures

A candidate must not be allowed to be withdrawn from a large number of exams and the process must be co-ordinated. In order for this to happen and to ensure that students are not mistakenly withdrawn, the following procedure must be followed;


1. Discussion must occur between all interested parties, e.g. Subject Teacher, Head of Department, Head of Year, student and parents.
2. The correct form must then be completed, signed by the class teacher and Head of Department and given to Assistant Head (Curriculum)
3. Assistant Head to consult with Head of Department to discuss the procedure
4. Letter sent home informing parents of the decision
5. At this point the form will then be copied and returned to those concerned. Examinations Officer will then be provided with the information in order that the candidate's name is removed for that subject.

Only after this procedure has been completed may a student be considered as 'not entered' for an examination.

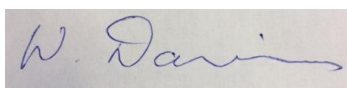
The student must then continue to attend the relevant class at the pre-designated times and remain under the supervision of the appropriate class teacher according to the students original timetable. It is expected that the student must make constructive use of this time to further his/her studies.

Staff will be notified annually of the deadline for this procedure in order to conform to the examination boards' deadlines.

Approved by:



Mr H Cripps, Headteacher



Mr W Davies, Chair of Governors