

CHRIST'S HOSPITAL SCHOOL

OLD BLUE RETAKE POLICY

AIM

1. Christ's Hospital wishes to support and enable any Old Blue to retake or resit public examinations. This should however be within the confines of the school's academic calendar, public examination timetables and capacity.
2. Any retake should not compromise or hinder the school's reputation, operation or function.

CONDITIONS

1. All applications to retake must be submitted in writing to the Assistant Head (Academic) or Examinations Officer (contact details below). All applications are subject to approval and are at the discretion of the Head Teacher as authorised Head of Centre.
2. Applications must be received in writing by midnight on the following dates:
 - a. **A-Levels** for resits:
 - i. 31 January 2024 5pm for summer series
 - b. **IGCSE/GCSE** for resits:
 - i. 31 January 2024 5pm for summer series
3. Applications for A-Level exams may be accepted until the last deadline set by exam boards. This may incur an additional charge.
4. All successful applications will receive confirmation via email of examination entry from Christ's Hospital well in advance of any examinations.
5. Any Old Blue retaking examinations must adhere to and comply with the guidelines for Old Blue candidates, issued prior to retaking examinations (see Appendix A). Failure to do so will result in the removal of entry to any further examinations facilitated by the school or subsequent retakes. In extreme circumstances, Christ's Hospital reserves the right to forbid entry to its site.
6. Evidence for the CPAC (Common Practical Assessment Criteria) from the A-Level Science and any other NEA where possible will be rolled over if possible.
7. There is no ability to retake internal or external controlled assessment NEA components of any assessment; this includes oral examinations, coursework, and portfolios. Evidence for the CPAC (Common Practical Assessment Criteria) from the A-Level Science courses will be rolled over, although no opportunity for retaking of practicals will be available.
8. No applications from external candidates that are not former students will be considered.
9. The opportunity to retake and improve in one or, as a maximum possibly two subjects, exists at A-Level; no more than this maximum will be allowed. Christ's Hospital will not facilitate the complete retake of all public examinations sat in the previous year.
10. Any Old Blue candidates successful in applying for examination retakes are liable for the full payment of all examination fees (including re-certification) in addition to a fixed

administrative charge. Christ's Hospital reserves the right to remove any candidate from examinations and pass on all associated costs in the event of failed initial payment.

11. If any Old Blue candidate subsequently decides not to sit examinations for which they have been entered no fee will be refunded.
12. Old Blue candidates must be self-sufficient in their preparation for any retake. This means they will not be afforded the ability to take mock examinations; access school examination resources; attend revision classes; access notes, materials or textbooks; access CH ICT facilities; or tuition.

UCAS APPLICATIONS

13. Support in terms of any UCAS resubmission will be limited to revision and provision of an academic reference from the school, provision of predicted grades and linking of UCAS application to the school system for monitoring and submission. It remains the responsibility of the individual to ensure that all details within the UCAS form have been correctly and adequately completed to allow for submission before the CH stipulated application deadline.
14. The Old Blue will be liable for all UCAS application fees to be paid in advance of any application being sent from the school.
15. Provided the above conditions have been met, Old Blues wishing to retake University Admissions Tests will be provided with the opportunity to do so at Christ's Hospital. Applications must be received in writing by mid-September.
16. Predicted grades issued by Christ's Hospital will be in line with previous attainment or previous predicted grade. At the discretion of the Head of Department, there will be no more than a one-grade/level increase on previous predictions or attainment.

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Date last reviewed: December 2023

Date of next review: December 2024

Appendix A - Guidelines for external candidates

APPENDIX A

CHRIST'S HOSPITAL

GUIDELINES FOR OLD BLUE EXAMINATION CANDIDATES

On being given permission to retake any examination at Christ's Hospital, Old Blue candidates must adhere to the guidelines outlined below.

Initial contact is often made in summer or early autumn after the results are released.

The Head Teacher's permission must be given before anyone can be entered to take exams as an Old Blue. Prior to the examination series the names of all Old Blues applying to re-sit will be submitted to the Head Teacher for authorisation.

Once an entry has been prepared it is the Old Blue's responsibility to check the details sent by the exams officer and request any corrections as necessary.

When returning to school to take the exams the Old Blue candidates must remember that they are no longer students and as such we have a duty of care in relation to safeguarding. The following must be adhered to:

- 1) Old Blue candidates should report to reception in good time to sign in, wait for an escort to the exam venue and, once finished, wait for an escort back to reception where they should sign out in person with the reception staff.
- 2) At no stage should they be unaccompanied anywhere on-site.
- 3) All buildings other than the exam venue are out of bounds.
- 4) If an Old Blue has exams in two sessions on the same day then, unless they are in sequestration, no food will be provided and they must be off-site between exams.

Candidates should contact the Exams Office just before results day to confirm the best way to receive examination results. The standard post results services (reviews of marking, copies of scripts) are available, but fees must be paid in advance of any application being processed.