


<b>Dronfield Henry Fanshawe School</b>  	<b>Policy No: S52</b>	Revision No:	
		Date Issued:	July 2015
<b>Examination Resit Payment Policy</b>		Committee:	Curriculum
		Author:	LJB
		Date Adopted:	
		Minute No:	
		Review Date:	Oct 2019

### Dronfield Henry Fanshawe School Examinations Resit Payment Policy

#### Aim

At DHFS we aim to conduct all examinations with high professionalism for all students, and deal with any resit request in a professional manner. We need to ensure that all resits are requested and submitted to the Awarding Bodies following strict guidelines and conforming to deadlines.

#### Objectives:

- To ensure that any resit request is dealt with in a professional manner
- To submit all resit entries to the Awarding Bodies following the correct procedure

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

The purpose of this examination resit policy is to ensure:

- Any student who is repeating an exam/module which will incur a fee, must pay for this entry.
- Any Sixth Form student who is repeating the year and specific subjects, must pay for all exam entries repeated.
- Any student who is entered for an examination by parental/private tutor request and is outside the normal timetable arrangements will incur a fee. They must pay for this entry. The only exception is if timetabled lessons are used for the subject study which has been previously agreed by the school.
- Any student who is entered for an examination at the school's request will be paid for by the school.

This exam policy will be reviewed annually

#### Policy Links

Examinations Policy  
Examinations Malpractice Policy  
Examinations Management of Controlled Assessments in GCSE Policy  
Examinations Risk Management Process for Controlled Assessments  
Examinations Emergency Fire Procedure  
Examinations Contingency Plan  
Examinations Mobile Phone/Smart Watch Policy  
Examinations Appeals Against Internal Assessments – Controlled Assessments  
Examinations Coursework Posting Procedure  
Examinations Disability Policy  
Non-Examination Assessment Policy