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**THE LATYMER SCHOOL**  
Founded 1624

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# **POLICY ON Examination Policy for Non-Curriculum Entries (NCE)**

Policy adopted	Approved by Governors March 2011 (Updated September 2016)	
Approved by	Curriculum and Standards Committee	March 2025
Policy circulated	Full Governing Body Meeting April 2025	
Review policy	March 2026	

# Latymer Examination Policy for Non-Curriculum Entries (NCE)

Revision October 2016

## Group A Subjects

Taught MFL languages at Latymer but not studied by the student at school  
i.e. French, German Russian

## Group B Subjects

Community/Mother tongue languages e.g. Modern Greek, Chinese

## Group C Subjects

Other subjects not taught and entered at Latymer, e.g. Dance, ICT

## Group D Subjects

University entrance tests taken at The Latymer School, for example BioMedical Admissions Test (BMAT)

1. Parents will pay for all entries studied outside the curriculum, but the school will accommodate the exam if possible.
2. At GCSE, where an oral examiner is required, the school will not pay the oral examination fee. The oral examination fee is that agreed by the Examiner.
3. Applications for all NCE must be with the examination officer by 31<sup>st</sup> October of the academic year of the examination.
4. The Deputy Head Curriculum will determine if the entry for candidates in Year 10 and 11 is appropriate and does not conflict with the taught GCSE entries. The Deputy Head, Sixth Form will determine if the entry for candidates in Years 12 & 13 does not conflict with the taught curriculum at A Level.
5. Only one entry from Groups A, B & C can be made at any one examination session.
6. It will be expected that GCSE and A Level entries will be made at the appropriate Key Stage, unless exemption has been agreed. i.e.
  - a. GCSE entries are not usually allowed before Year 10.
  - b. AS & A2 units can only be taken in Year 12 & 13.
7. For **Group A** subjects, the Head of Languages will make an assessment of the student's level of attainment. The student may be required to take a practice examination in the January practice examination period.
8. For **Group B & C** subjects, the student will provide a completed form from the subject tutor to indicate that lessons have been taken and that the student is capable of achieving a high grade. Latymer will provide this form.
9. At GCSE or A Level, where a controlled assessment is required, the school will not pay for or organise the preparation for the assessment. The school may arrange one supervised after school session in the early part of the summer term of the examination year in which students can complete written tasks under high control conditions. This is dependent on the school capacity and will be decided by 31<sup>st</sup> March in the academic year of the examination. The students will bear the cost of the additional supervision.
10. Where the school decides against supporting an entry for an examination the examination cannot be taken through The Latymer School.

Neil Grassick 01.10.16