

Examination Fee Policy

Scope

This policy statement details how the secondary sector will apply fees for examination expenses. It outlines the Department of Education Fee policy for the Academic year 2022-2023. This policy will be revised in September 2023.

Publication and Application of Fees

Bayside School, Westside School and the Gibraltar College will publish and make available all the fee costs via their websites.

1. Examination Fees:

- 1.1 Examination fees will not be charged to pupils taking full time courses at their place of study if the examination entry is supported by the relevant subject lead. Subject leads will support an examination entry if school staff are satisfied with the pupil's commitment (attendance and engagement in learning).
- 1.2 One retake opportunity will be given to pupils who, by the end of Year 11, do not achieve a grade C or 4 in GCSE English, Maths or Science. This examination will be taken at the examination centre in which the pupil is enrolled and will not come at a cost to the pupil. Pupils with Access Arrangements will need to take examinations in the November series at the examination centre in which the pupil was registered for their first sitting of this examination.
- 1.3 Pupils who are not able to take the examination due to illness will need to provide a medical certificate. Any absence not supported by a medical certificate will result in the pupil being charged the examination fee.
- 1.4 Further retake opportunities (as available to the pupil during their time as a pupil in the school) for GCSE subjects which do not have an NEA component will be facilitated by the examination centre in which the pupil is currently enrolled. Any such examination will come at a cost to the pupil who will need to pay the examination fee on registration.
- 1.5 Pupils wishing to retake an examination which has an NEA component will need to register for this examination at the centre in which the pupil was registered for their first sitting of this examination. This examination will come at a cost to the pupil who will need to pay the examination fee on registration.
- 1.6 Pupils who are not in Years 11, 12 or 13 and who wish to take an examination must register for this examination at the Gibraltar College. This examination will come at a cost to the pupil who will need to pay the examination fee on registration.

2. Script Request Fees:

- 2.1 Pupils requesting a copy of their script will need to pay the relevant examination board fee. The total fee will need to be paid upon application so that the school can proceed to request a copy of the script from the examination board.

3. Review of Marking Fees:

- 3.1 Pupils requesting a review of marking will need to pay the relevant examination board fee. The total fee will need to be paid upon application so that the school can proceed to request a review of marking from the examination board.

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