



BIRS IGCSE Examination Policy 2025 - 2026

Effective Date: 14 January 2026

1. Purpose

The purpose of this policy is to clearly define procedures and responsibilities related to IGCSE examinations at **BIRS**.

As BIRS is an online school and not an examination centre, all IGCSE examinations must be taken at external, approved examination centres. This policy explains how BIRS supports families in the examination process while clarifying that final responsibility for registration and attendance rests with parents/guardians.

It aims to:

- Clarify the roles and responsibilities of the school, parents, teachers, and students
- Organise and standardise examination registration procedures

- Ensure transparency in communication
- Protect the rights and academic interests of students

2. Scope

This policy applies to:

- **All KS4 students**
- **Parents/Guardians**
- **School management and teaching staff**

3. Examination Board

BIRS works with the following examination board:

- **Pearson Edexcel**

Registrations are completed **by subject**, following consultation between the **school and parents**, depending on the student's academic pathway and readiness.

4. Examination Entry and Registration Responsibility

- **Parents/guardians** are solely responsible for registering students with **Edexcel-approved examination centres**.
- The school does **not** take responsibility for:
 - Late registration
 - Non-registration
 - Additional fees incurred due to missed deadlines

BIRS cannot accept responsibility for any academic or financial consequences arising from failure to register, incorrect entries, or missed deadlines.

The school's role is advisory and supportive, ensuring parents are informed of requirements and deadlines in a timely manner.

5. Deadlines and Communication

BIRS ensures clear and consistent communication regarding **IGCSE** examinations through the following channels:

- Emails sent directly to **parents and students**
- Information shared by **teachers during lessons**
- Meetings held by **school management with students**
- Official written documents and school policies

Parents are formally reminded of registration deadlines **twice each academic year**:

- **October**
- **January**

While BIRS provides reminders and guidance, final responsibility for meeting examination deadlines remains with parents/guardians. Examination boards may impose late fees or refuse entries after deadlines.

6. Subject-Specific Requirements

Certain subjects require **regular attendance and active participation in lessons** before a student is considered eligible for **IGCSE** examination entry. These subjects include:

- **English Language**
- **English Literature**
- **Mathematics**
- **Science (Double Award)**
- **History**

At **BIRS**, the **English Literature** course is taught in **Year 10**, while the **English Language** course is taught in **Year 11**. This approach ensures that students are not required to retain the content of four substantial literary texts over two years, allowing them to focus effectively on the **English Language IGCSE**, which is a core focus in Year 11.

Eligibility for examination entry in all subjects is determined by the **subject teacher**, based on attendance, engagement, and academic progress.

7. Selecting an Examination Centre

Parents/guardians are responsible for selecting and contacting an appropriate examination centre. The centre must be Pearson Edexcel approved and able to offer the required IGCSE subjects and papers.

Parents must confirm with the centre: availability of places, examination dates and times, fees, and any requirements for access arrangements.

BIRS cannot guarantee availability at any examination centre and is not responsible for arrangements made directly between families and centres.

8. Academic Support and Intervention

BIRS provides **additional academic support** to students registered for IGCSE examinations, in consultation with parents. This may include:

- Support or revision lessons

Eligibility for additional support is determined by the **subject teacher**, based on the student's engagement, progress, and academic needs.

Eligibility for examination entry in all subjects at BIRS is determined by the subject teacher, based on attendance, engagement, academic progress, completion of required assessments, internal examination performance, and overall readiness for external assessment.

9. Access Arrangements and Special Consideration

Parents/guardians are responsible for applying for any access arrangements (e.g., extra time, rest breaks) or special consideration directly with the examination centre.

Applications must be supported by appropriate medical or educational documentation as required by Pearson Edexcel and the examination centre.

BIRS may provide academic evidence where appropriate but cannot submit or approve applications on behalf of families.

10. School Management and Teacher Responsibilities

The **school management and teaching staff** are responsible for providing **students and parents** with the following information for each IGCSE subject:

Information Item	Description / Example
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Subject Name	The name of the course (e.g., English Literature, Mathematics)
Course Code	Official IGCSE course code assigned by Edexcel (e.g., English Literature – 4ET10)
Exam Paper Details	Information on each paper, including number and structure
Paper Number	e.g., Paper 1, Paper 2, etc., according to the exam format
Paper Type	Type of assessment (e.g., written, practical, coursework)
Exam Date	Scheduled date for each paper
Exam Deadlines & Registration	Registration deadlines and instructions for completing entries with Edexcel

This ensures that both students and parents are fully informed of all examination requirements, dates, and responsibilities, allowing them to prepare effectively and avoid missed deadlines.

11. Monitoring and Record Keeping

All communication with parents regarding IGCSE examinations is formally documented through:

- Email logs.
- Records may also include meeting notes and written confirmations.

All data is stored in line with applicable data protection regulations. This ensures transparency, accountability, and a clear record of information shared.

12. Examination Preparation

In **mid-January**, teachers receive formal instructions to begin structured preparation for IGCSE examinations, including:

- Practice using **past examination papers**
- Familiarisation with examination formats and expectations

13. Academic Integrity and Malpractice

Students are required to comply with all examination board regulations and examination centre rules. Any suspected academic malpractice will be reported to the examination centre and the awarding body. BIRS is not responsible for penalties or decisions made by external bodies in relation to malpractice.

14. Review and Accountability

This policy is reviewed:

- **Annually**, and
- **As required**, based on operational or regulatory changes

School management is responsible for overseeing the implementation and review of this policy.

15. Publication and Access

This policy is:

- **Shared with parents**
- **Published on the school website**

to ensure full transparency and accessibility.

Parent/Student Declaration: By enrolling at BIRS, parents and students acknowledge that they have read, understood, and agree to comply with this IGCSE Examination Policy