



## **Exams Registration Policy**

The purpose of this policy is to ensure that all child or young persons who wish to sit for exams are able to do so in a fair and efficient manner. This policy will provide guidelines for registering for exams and the responsibilities of both children or young people and the educational institution.

This policy applies to all children or young people who are enrolled in any course or program at the educational institution.

1. **Eligibility:** Children or young people must meet all the eligibility criteria set by the educational institution to register for exams. These criteria may include, but are not limited to, meeting the minimum attendance requirements, completing all required coursework, and paying all necessary fees.
2. **Registration process:** Children or young people must register for exams during the registration period set by the educational institution. The registration process may include completing a registration form, paying a registration fee, and providing relevant documents to prove eligibility.
3. **Withdrawals:** Children and young people who wish to withdraw from an exam must notify the educational institution in writing before the registration deadline. A partial or full refund may be provided, depending on the timing of the withdrawal and the policies of the educational institution.
4. **Exam rules:** Children or young people must follow all the exam rules and regulations set by the educational institution. These rules may include, but are not limited to, arriving on time, bringing necessary materials, and not engaging in any form of academic dishonesty.
5. **Accommodations:** Children or young people with disabilities or special educational needs may request additional during the registration process. The educational institution will make reasonable accommodations to ensure that these child or young persons are able to sit for exams in a fair and accessible manner.
6. **Results and appeals:** Exam results will be provided to children or young people as soon as possible after the exam date. Children or young people who wish to appeal their results must follow the appeal process set by Dorset Pathways.

This policy outlines the guidelines and responsibilities for registering for exams at the educational institution. By following this policy, we ensure that all children or young people are able to sit for exams in a fair and efficient manner. The Dorset Pathways will monitor and update this policy as necessary to ensure that it aligns with the latest standards and best practices.



Authored by Directors

Last reviewed: August 2023

Next review: August 2024