



**HECKMONDWIKE**  
GRAMMAR SCHOOL

# Resit Examinations Private Candidates (Former HGS Student)

## 2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Helen Cross	
Date of next review	Nov 2025

## Key Staff involved in the Policy

Role	Name(s)
Head of Centre	<b>Mr Peter Roberts (Headteacher)</b>
Exams Manger Line Manager (Deputy Headteacher / Deputy HoC)	<b>Mr Richard Tipler</b>
Exams Manager	<b>Mrs Helen Cross</b>

**Purpose of the Policy:**

Having a documented policy/procedure for the acceptance of resit students who are former HGS students.

Heckmondwike Grammar School do not accept private candidates and are not listed on the 'JCQ List of Schools and Colleges' they may be willing to accept private candidates.

On occasions, the school may accept former HGS students to take certain resit examinations, but only under the following criteria:

**Acceptance of Application for Private Candidates**

Candidates wishing to resit exam(s) previously taken at HGS in previous Exam Series.

Acceptance of an application received by the Centre from a former student will be based on a range of factors, e.g. attendance and conduct. Applicants will be notified of the decision which will be made by the Deputy Headteacher responsible for exams or the Head of Centre.

**Entry to all resit examinations is at the discretion of the Centre.**