

POLICY: 4.1 Original Issue Date: 01.07.15	END-OF PROGRAMME EXAM ENTRY POLICY (ILEP COURSES)
Updated:	Responsible Manager: Mr Francis Neary, Director Of Studies

END OF PROGRAMME EXAM ENTRY & RECORDING OF GRADES

- All non EEA students who hold a student visa are obliged to sit an external exam. This exam is determined by the course that the student has enrolled in and is one of the courses registered on the ILEP list. As a result, at the beginning of their course, each of these students will be required to sign statement of agreement with the school that they will sit one of these exams at the completion of their course. This agreement will then be logged in the student's file and will be available to view by the student at any time during their course.
- The Academic Manager will register the student for this exam two months prior to the exam date. The student will then receive an email confirming this. An additional reminder email will be sent to the student two weeks before the exam takes place.

On completion of the exam, the student's grades will be received by the school and logged confidentially, as agreed with the student, in the student's file. A copy will also be sent to the individual student concerned