



EXTERNAL CANDIDATE EXAMINATION POLICY

This policy covers all entries made by Sexey's School Exams Office on behalf of External Candidates for GCSE and GCE examinations.

ENTRIES

Entries will usually **only** be accepted for the summer series of public examinations. All entries must be received and paid for by **7th February** (for both GCSE entries and GCE entries). Sexey's School **cannot** accept any entries or amendments after these dates.

FEES

In addition to all published examination entry fees, external candidates will be charged a one-off, non-refundable £45 administration charge. Old Sexeians and former pupils of less than a 12 month period will be charged £35. Should any additional invigilators be required above those already in place for internal candidates then these fees will be in addition to those above, you will be notified of any such at the time of entry.

Additional charges will be made should a candidate require separate invigilation, any other access arrangement or require a claim to be made for special consideration. Fees will vary depending on individual circumstances. Please speak to the examination department if you require any of these services.

Payment of fees (other than that for special consideration) must be made at the time of entry. A refund of fees will not be made once the entries have been submitted to the Exam Board.

COURSEWORK/CONTROLLED ASSESSMENT/NON-EXAMINATION ASSESSMENTS

Sexey's School will not be responsible for any coursework/ controlled assessment/non-examination assessments components attached to an exam entry. Therefore, external candidates whose entries include a one of these components must make alternative arrangements with a distance learning organisation (i.e., OOL, NEC, ICS etc.)

ORAL/PRACTICAL EXAMINATIONS

Sexey's School **cannot** administer oral components for language examinations or practical components of a syllabus.

ESTIMATED GRADES

Sexey's School **cannot** submit estimated grades for external candidates.

SYLLABUS CHOICE

It is the candidate's responsibility to choose an appropriate syllabus and provide these details to the Exams Office. Sexey's School cannot advise on choice of syllabus/awarding body and will not be held responsible for any late fees that arise from amendments.

Further information on syllabuses, together with Private Candidate Guidance, is available from the awarding body websites: www.aqa.org.uk, www.edexcel.com, www.ocr.org.uk, www.wjec.co.uk

EXAM ACCESS ARRANGEMENTS

Sexey's regrets that it is unable to accept external exam assessors report's for exam concessions. If you require exam concessions you will need to be assessed through Sexey's School and supply substantial evidence that this is your 'normal way of working'. Fees for this service will vary depending on the level of concession and will be payable prior to the assessment being made. Assessments must be carried out at Sexey's school on a set date between 13/11/17 and 08/12/17.

TIMETABLES

Once your entry has been processed you will receive a statement of entry from Sexey's School together with details of the timings and venues for your exam(s). A further more detailed Individual Candidate Timetable will be forwarded closer to the examination period.

RESULTS

Candidates will be notified of their results by email, please provide a current address

CERTIFICATES

Certificates will be posted to candidates by signed for delivery.



EXTERNAL CANDIDATE EXAMINATION POLICIES

**External Candidate Examination Policy
External Student Contract
Examination Entry Form
Examination Entry Information**

Review Period	Staff	Date Current Policy
Annually	Head of Centre, Business Manager & Examinations Officer	September 2017

The policy is next due for review in September 2018.

Head of Centre

Bursar

Exams Officer

Date

...30 September 2017.....