



## **NORTHFLEET SCHOOL FOR GIRLS**

**(PART OF THE NORTHFLEET SCHOOLS CO-OPERATIVE LEARNING TRUST)**

# **POLICY ON**

  

# **External Examinations**

<b>Date of Policy:</b>	<b>September 2021</b>
<b>Staff Members responsible:</b>	<b>JMD</b>
<b>Date Reviewed and Ratified:</b>	<b>September 2021</b>
<b>Next Review Date:</b>	<b>September 2023 (biannually)</b>

**Approved by Full Governing Body on:** .....

**Signed Chair of Governors:** .....

## Introduction

Northfleet School for Girls are a Joint Council for Qualifications (JCQ) approved centre and are pleased to support members of the wider community in their educational endeavours by accepting private examination candidates in accordance with this policy, providing this does not inhibit the school's ability to provide adequate resource to the students on its roll.

A Private Candidate is someone who is entered for examinations via an approved centre but is not enrolled as a student there. A Private Candidate may be self-taught, home-schooled, or have private tuition with a tutor or through a distance learning provider.

Private Candidates will be assessed in a similar way to other students enrolled at the centre and similar procedures for sitting examinations will be carried out. Northfleet School for Girls works closely with its Private Candidates to understand how best to support them through the examination process and candidates can be assured of a safe, calm and welcoming environment. The school prides itself on offering excellent support and the best level of care throughout the entire process.

All Examinations undertaken will be run in accordance with JCQ requirements and under the regulations of the Office of Qualifications and Examinations Regulations (Ofqual)

## Implementation

Northfleet School for Girls works closely with many exam boards and offers a range of examinations in the following awarding bodies;

- Edexcel
- OCR
- AQA

Please note it is not always possible to offer modern foreign languages examinations due to access to qualified speaking and language assessors and we may not be able to offer qualifications if there is a practical element which contributes towards the final grade.

## Registration

In order to sit an examination as a Private Candidate at Northfleet School for Girls, certain information is required before the entry is processed, this information will be captured via the agreement form at the end of this policy. This will include the full legal name as stated on the individual's birth certificate, as well as any examination numbers previously issued from previous centres (examination number and Unique Learner Number). Furthermore, the Private Candidate will also be required to provide the details of specification codes of the examination they wish to sit.

Prior to the examination the Private Candidate will be expected to attend the school with photographic identification of either a full UK driving licence or passport. This meeting will be arranged with the Examinations Officer at a mutually convenient time.

## Access Arrangements and Reasonable Adjustments

Access Arrangements allow candidates/learners with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, readers, scribes and Braille question papers. In this way Awarding Bodies will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'. The Examinations Office must be advised at the earliest opportunity whether a Private Candidate requires any access arrangements to be addressed.

The Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements.

How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate/learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

There is no duty on the Awarding Bodies to make any adjustment to the assessment objectives being tested in an assessment.

If a Private Candidate already has pre-agreed access arrangements and an assessment has been carried out this will need to be evidenced prior to entry. Any candidate claiming access arrangements must present this evidence at the time of entry. The entry will then become temporary until the evidence is verified using the school's internal centre processes.

## **Confirmation of entry**

Once the examination entry has been confirmed each Private Candidate will receive a written statement of entry. Private Candidates must sign the statement of entry and it must be returned to the centre to confirm the details are correct within the timeframe specified by the Examinations Officer.

## **Special Consideration**

Special Consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment. Private Candidates must report this immediately if they feel special consideration is needed.

## **Finance and Charges**

Northfleet School for Girls is a public organisation that relies upon public funding to meet its primary aim of providing an outstanding education to its students on roll. At no stage can the acceptance of Private Candidates divert any funds away from the objectives of the school.

### **Private Candidates will be charged as per the below:**

- Northfleet School for Girls will pass any associated costs from the relevant exam board which will include:
  - Entry fees
  - Late payment fees
  - Access to script and re-marking of papers
  - Cost of appeals if appropriate
  
- Northfleet School for Girls will also charge an administration fee as set by the school, this charge includes a contribution towards the cost of invigilation and is currently:
  - £100 per GCSE qualification
  - £125 per A Level qualification

### **Billing and Payment Terms**

Once the student has accepted the quotation and signed the agreement form shown at the end of this policy, the finance team will be instructed to raise and send an invoice to the email address held on file.

Payments can only be made via bank transfer to the school bank account, never to an individual, the school bank details are shown on the invoice.

Payment terms are 30 days from the date of invoice, however no examination can be considered 'booked' until payment is received in full and the Private Candidate is given a confirmation of their entry.

## **Cancellations and Refunds**

If a Private Candidate wishes to cancel their examination entry, Northfleet School for Girls will require written confirmation via email and will only be able to refund the costs that can be recovered from the exam board.

The administration fee is set locally by the school and is refundable in accordance with the schedule below:

<b>Time before Exam</b>	<b>Percentage of refundable administration fee</b>
Four months or more	75%
One month to four months	50%
Two weeks to one month	25%
Less than two weeks	15%

Refunds will only be made to the person who initially made the payment.

## **Data Protection (GDPR)**

In order to accept Private Candidates, Northfleet School for Girls are required to obtain, process and share personal information in accordance with GDPR regulations. The use of personal data is strictly controlled and held electronically in a secure environment.

All exams office staff responsible for collecting and sharing candidates' data are required to follow strict rules called ensuring the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection

In order to fulfil its obligations as an examinations centre Northfleet School for Girls will share Candidates' exams-related data with the following organisations:

- Awarding bodies
- Joint Council for Qualifications

## General Information to Candidates

Private Candidate information and guidance for the awarding organisations may be found at the following links:

AQA

<https://www.aqa.org.uk/student-and-parent-support/private-candidates>

EDEXCEL/ Pearson

<https://qualifications.pearson.com/en/support/support-topics/registrations-and-entries/academic-registrations-and-entries/private-candidates.html>

OCR

WJEC

Before registering for any examination, it is strongly advised that all Private Candidates review the syllabus and other related information on the examination boards website.

### Timeline

Below is a timeline of what to expect after the initial enquiry is made:

- Candidate will receive the school's policy documents and a quotation for their chosen exams.
- If a Private Candidate wishes to proceed they should return the signed quotation and agreement form to the External Examinations Mailbox.
- An invoice will be generated by the school finance department and emailed to the Private Candidate. Upon receipt of the invoice payment should be made via bank transfer to the school bank account.
- Once payment has been received a Statement of Entry will be emailed to the Private Candidate, who will be required to check the information carefully and confirm with the Examinations Officer.
- The examination timetable will be confirmed with the External Candidate when they are released by the exam boards.

### Examination Day

- Private Candidates are to arrive at least 20 minutes prior to the start of the examination and should note there are guidelines set by JCQ for candidates who arrive late and that they may not be able to sit the examination.
- All Private Candidates must sign in at main reception, wear a visitor's lanyard at all times and must be accompanied by a member of staff whilst in the school.
- All Private Candidates must bring photographic identification on the day of the exam which will be shown to a member of the examinations team.
- Before entering the examination hall/ room all candidate's must turn off all mobile phones, MP3/MP4 players, iPods, iWatches etc and will be instructed on where these should be placed along with other personal belongings. All personal belongings are left at the individual's own risk.
- Candidates must dress appropriately for a professional setting and are not permitted to wear clothing of an inappropriate nature or offensive slogans.

### Results

- Results will be published in accordance with the dates set out by our centre and this will be communicated to Private Candidates within one calendar month of the results release date.
- Results may only be collected in person at a time specified by the Exams Officer.

## **Certificates**

- Private Candidates will be contacted when the centre receives their certificates and told to collect these from the school's main reception.
- Certificates may only be collected in person (with photographic identification) if someone other than the individual is required to collect the certificate, the school will require a signed letter of authority granting permission.
- Uncollected certificates will be returned to the Board(s) or may be destroyed.

## **Examination Team & Relevant Contact Details**

Head of Centre: Mr Chris Norwood

Assistant Headteacher responsible for Examinations: Mrs Jo Dowden

Examination and Assessment Officer: Mrs Julie Sizer

Telephone number: 01474 831020

Email address: [externalexams@nsfg.org.uk](mailto:externalexams@nsfg.org.uk)

## Private Candidate Quotation and Registration Form

PERSONAL INFORMATION			
<b>Full Legal Name</b> <small>(as shown on the birth certificate)</small>			
<b>Full Address</b>			
<b>Post Code</b>			
<b>Date of Birth</b>		<b>Gender</b>	
<b>Telephone Number</b>			
<b>Email Address</b>			
<b>Medical Information</b>			
<b>Emergency Contact Name</b>		<b>Emergency Telephone</b>	

Entry Details			
<b>Examination Season</b>		<b>Centre Number</b>	61177

Subject	Qualification	Exam Board	Code	Cost
				£ -
<b>Total Entry Fees</b>				£ -
<b>Administration</b>				£ -
<b>Total to Pay</b>				£ -

<b>Other</b>	
<b>Special Consideration and Evidence</b>	
<b>Reasonable Adjustments</b>	

<b>Declaration</b>			
The information given is true and accurate and I accept all terms and conditions shown in the external examinations policy.			
<b>Signed</b>		<b>Date</b>	