



## **External Candidates Examination Policy**

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**Newbury Academy Trust**

July 2018

## **External Candidates Examination Policy**

### **1. Introduction**

- 1.1. "Academy", "Academy Trust" all refer to Newbury Academy Trust, Love Lane, Newbury, Berkshire, RG14 2DU. School refers to one of the three schools within the Newbury Academy Trust, Trinity School, Love Lane, Newbury, Berkshire, RG14 2DU; Fir Tree School, Fir Tree Lane, Newbury, Berkshire, RG14 2RA; Speenhamland School, Pelican Lane, Newbury, Berkshire, RG14 1NU.
- 1.2. The term Governor refers to both Full Governing Body Trustees and Local Governing Body Governors.
- 1.3. This policy covers all entries made by Trinity School Exams Office on behalf of External Candidates for GCSE and GCE examinations

### **2. Entries**

- 2.1. Entries will be accepted for the summer examination series. All entries must be received and paid for by 17th January. Trinity School will not accept any entries or amendments after these dates.

### **3. Fees**

- 3.1. External Candidates will be charged a fee which will incorporate the published examination entry fee along with our administration, invigilation and any postage costs. Payment will be requested in advance.
- 3.2. Should a candidate require separate invigilation or any other access arrangement an additional charge will be made.
- 3.3. A refund of fees will not be made once the entries have been submitted to the Exam Board.

### **4. Coursework**

- 4.1. Trinity School will not be responsible for the preparation or marking of any coursework or controlled assessment components attached to an exam entry. Therefore, external candidates whose entries include a coursework or controlled assessment component must make alternative arrangements.
- 4.2. Due to the strict rules relating to authentication of coursework, external candidates can only enter for a coursework option if it is being marked by a distance learning organisation or private tutor.

### **5. Syllabus Choice**

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

5.2. Further information on syllabuses, together with Private Candidate Guidance, is available from the awarding body websites:

5.3. [www.aqa.org.uk](http://www.aqa.org.uk), [www.edexcel.com](http://www.edexcel.com), [www.ocr.org.uk](http://www.ocr.org.uk), [www.wjec.co.uk](http://www.wjec.co.uk)

## 6. Special Needs

6.1. It is the candidate's responsibility to advise the Examinations Officer as soon as possible of any additional requirement which needs to be addressed. The candidate will be required to provide supporting evidence of such need and the school will make the necessary applications to the Exam Boards. Should a candidate require separate invigilation or any other access arrangement an additional charge will be made.

## 7. Certificates

7.1. Certificates will be posted to candidates by recorded delivery.

<b>Authorised by</b>	The Board of Trustees
<b>Date</b>	11 <sup>th</sup> July 2018
<b>Effective Date of the Policy</b>	11 <sup>th</sup> July 2018
<b>Effective Date for Review</b>	July 2020