External Examination Candidates Policy

2020-2021

Signature:

Headteacher

Approval Date: September 2020

Review Date: September 2021
This policy covers entries made by West Somerset College on behalf of external candidates for GCSE and GCE examinations.

Application
Enquiries should be made to the exams office via email, detailing requirements including the exam board, QAN, exam code and any specific requests. The exams officer will consult with SLT to ascertain if WSC can accept the request and will advise the candidate of the outcome. If accepted, entries will usually be for the summer examination series. All entries must be confirmed and paid for by 15 February in the academic year in which entry is requested. Any entries made after the February deadline will be double or triple fee. Amendments after the February deadline may incur additional charges. Once accepted as an external candidate at the school, you would be expected to provide full contact details to include full name, address, and phone numbers and email address.

Fees
In addition to published exam entry fees, external candidates will be charged a one-off, non-refundable £10 administration fee. If candidates require separate invigilation there will be an additional charge for the full published duration of the exams irrespective of when a student finishes.

Controlled Assessment and Coursework
External candidates whose qualification requires a coursework or non-examined assessment mark must make alternative arrangements or be able to provide a mark to carry forward.

Oral and Practical Examinations
Candidates will need to make separate arrangements for any oral components (e.g. of a language exam) or practical examinations in relevant subjects or provide evidence of marks to carry forward from an appropriate examination board.

Timetables
Once entries have been processed you will receive a statement of entry together with details of timings and venues for your exam(s). Private candidates must advise the exams officer of any concerns as soon as possible.

Identification
Where private candidates are not already known to WSC, private candidates will need to verify their identity during the entry process and on the day of the exam. Private candidates will need to show a current and valid passport, or driving licence with a photograph when you make your entry. Candidates will need to show the invigilator ID at the beginning of an exam. If a candidate is not already known to WSC and does not have a valid passport or driving licence with a photograph, they will need to provide:

- Private Candidate Identification Form (from the appropriate awarding body) will need to be completed and signed by a witness
- two passport-sized photographs taken within the last 12 months, one of which must be signed on the reverse by a witness.
On the day
Private candidates should arrive ten minutes before the start of the exam. They should sign in at reception and be given a visitor card. They must read and understand the safeguarding information. They will be collected from Reception and taken to the exam. Private candidates must adhere to JCQ’s regulations including the “Information for candidates” document. Candidates will be escorted back to Reception at the end of the exam.

Results
External candidates may collect their results from the school on results day.

Certificates
Certificates are stored at WSC until collected by candidates or immediate family members. If candidates require certificates to be sent to them, they will need to provide £2.50 to cover the cost of sending the certificates using ‘Signed For’ and must ensure the address they have provided is accurate.