

External Candidates Procedure

THE HUB SCHOOL



Transforming Lives

Approved by:

A handwritten signature in black ink that reads "M. W. Green." with a horizontal line underneath.

Date: 29/01/2018

Last reviewed on:
26/01/2018

Next review due by:
26/01/2019

Contents

1. External Candidates	2
2. What to Do	2
3. Costs to the External Candidate	2
4. What happens after you have made your request for entry to the Centre?	2

1. External Candidates

External candidates will be accepted by meeting both criteria below:

- Referral made from Head Teacher at another school
- Requesting Exam only specifications (we will not be able to enter for any exam which carry a coursework, controlled assessment, speaking or practical elements/units)

2. What to Do

Make a written request to the Exams Office. In order to prevent incurring late fees this must be received:

- By end of September for November resits
- By end of January for Summer exams

You will need to include in your letter the exact exam codes you require to be entered (Tier F or H, Route A or B etc), your full name, address, telephone number, date of birth and Unique Candidate Identifier (UCI) and/or Unique Learner Number (ULN)

3. Costs to the External Candidate

- Cost of the actual exam entry as determined by the exam board
- £10 contribution towards invigilation per paper – (eg A specification with 2 papers would incur a £20 charge). It should be noted that candidates will be invigilated alongside centre candidates.
 - If one to one invigilation is necessary a charge of £8 per hour will be incurred – this will include the length of exam and room set up time etc
- £25 Administration fee – Additional charges will be incurred for more than 2 subjects.
 - (eg 3-4 subjects = £50)

4. What happens after you have made your request for entry to the Centre?

The Exams Office will review your request and contact you.

If your entries are approved, we will write to you and include an invoice which must be paid before any entries can be submitted to the exam board:

- Timely payment of Exams Invoice will prevent incurring late fees

- By 11th October for November Resits,
- By 31st March for Summer Exams

On receipt of payment, you will be issued with a receipt and where possible confirmation of exam dates.

We will write to you within 2 weeks of your first exam with details of your room and seat number etc.

- You will need to bring photographic identification such as Driving Licence or Passport to all examinations – (the name must be the same as that which you are asking for exam entry)