



# **THE CRYPT SCHOOL**

## **CHARGING POLICY FOR EXTERNAL EXAMINATIONS**

Examinations Officer: Mrs C.S.J. Evans

# **CHARGING POLICY FOR EXTERNAL EXAMINATIONS**

## **INTERNAL CANDIDATES**

Candidates and their parents will sign to accept that the school is prepared to fund the entry of external examinations where the Head of Department (HoD) has confirmed an entry.

It is understood from this acceptance that if the candidate fails to complete any component of the exam (i.e. by not completing controlled assessments or failing to turn up for an exam without a medical certificate authorised by a doctor) then the candidate/parents will be liable for the examination fee.

In the case of re-sitting an examination, either at the wish of a candidate or a department, a candidate will pay a fee which covers the cost of the examination and a nominal charge towards the cost of invigilation. No entry will be made at a student's request without a re-sit form and fee. The form and fees for re-sitting an examination must be with the Examinations Office by the deadline set, which is posted on the Examination Information Board in the Crush Hall. Re-sit forms received after this date will be subject to the late charges which are imposed by the Awarding Bodies after the entry deadline.

Where a candidate fails to turn up for an examination, without good reason, they will be charged the cost of the examination regardless if it is a re-sit that has been paid for.

## **RE-TAKE OR SCHOOL REFUSER CANDIDATES**

Any re-take candidates who no longer attend the school will be charged the fee for their chosen specification/unit plus an extra £25 administration fee per candidate and £7 per unit for invigilation. One administration fee will be charged in each exam season per candidate for any amount of exams/units entered.

The Crypt School refusers are charged an extra £20 administration fee (instead of the normal £25) per candidate due to the special circumstances of their entry and due to them requiring a separate exam room and special administration procedures. There will be additional charges levied for invigilation.

## **ENQUIRY ON RESULTS**

Candidates who request an Enquiry upon Results will be charged the Examination Board's fee for this service. The Centre will only pay if it is deemed that an enquiry should be requested for a group of candidates or in very exceptional circumstances for a single candidate but only where the final grades are at least two grades adrift from those predicted. Enquiries on results rarely result in a change of grade. It should be remembered that an Enquiry upon Results for a unit could result in the unit being lowered as well as either staying the same or being raised. For full details of Enquiries and re-marks please refer to The Crypt Schools Appeals Policy on the school intranet.

## **ALTERATION TO PERSONAL DETAILS**

Candidates have a chance to check their personal details (i.e. spelling of their name date of birth) used for their entry, which eventually is reproduced on their certificates. Candidates who have been offered this check and then discover that their personal details are incorrect on their certificate will therefore be liable for correction costs.

## **COLLECTION OF CERTIFICATES**

In the letter sent to candidates with their timetables they are told that certificates are available for collection from school from the December of the term after they sat their exams. They are requested to ring school before collection to make sure that it is a convenient time for collection and they are also allowed to ask for a third party to collect their certificates but should give that party a letter of authorisation. Certificates are only sent by post as a last resort and then only by Recorded Delivery and after receiving the cost for the Recorded Delivery and administration time.

Certificates are kept by the Exams Office for up to 7 years after which time they will be destroyed in accordance with instructions from the Awarding Bodies.

## **CONFIRMATION OF RESULTS LETTER**

The Centre can confirm results achieved here in the past by providing the candidate with a confirmation letter. This is often requested by candidates who have mislaid their certificates. This Centre charges £30, payable in advance, to generate a confirmation of results letter.

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**Head of centre**

Mr N.C. Dyer

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**Exams officer**

Mrs C.S.J. Evans

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**Date April 2016**

**The policy is next due for review in April 2017**