



# Malmesbury School

## EXAM ENTRIES FOR EXTERNAL EXAMINATIONS POLICY

Malmesbury School must have, as its first priority, the education of current students. By law we are required to use all funding for the benefit of young people on roll during the financial period it is intended to cover.

In light of the financial issues and of teaching and non-teaching staff workload it is generally necessary to restrict examination entries to candidates who are current students. Under certain circumstances we will make exceptions to this for former students of the school.

Malmesbury School reserves the right to change this policy without notice should it be in the best interests of its current students to do so. The only aspect which may not be changed without warning is any commitment already made to candidates and where money has been accepted and the candidate entered for examinations through the school.

### 1 Criteria for acceptance of external candidates

- 1.1 Students who attended Malmesbury School up to 12 months previously will be accepted as external exam candidates through Malmesbury School, subject to stated conditions.
- 1.2 Members of teaching and non-teaching staff will be accepted as external exam candidates.
- 1.3 Existing students entering for examinations not studied in the school will be considered to be external candidates for the purposes of these regulations.

### 2 Examinations for which external entries will be accepted

- 2.1 External candidates will be accepted for any written examination offered by the school in a given series.
- 2.2 External candidates will be accepted for any written examination available that was offered by the school in the previous 12 month period.
- 2.3 External entries will not be accepted for any practical or oral examination or coursework.

### 3 Examination charges

- 3.1 The candidate must pay the full examination board entry fee for the subject(s) being taken before an entry is made.
- 3.2 An administration charge of £50.00 per exam entry will be charged.
- 3.3 If the candidate is the only entrant for an examination, invigilation fees will be charged at cost.
- 3.4 The full exam charges must be paid in advance before the entry is made.
- 3.5 In the case of withdrawal from the examination, the entry fee will be returned to the candidate if it is refunded by the examination board; any invigilation costs will be refunded if 48 hours' notice of withdrawal is given, administration charges are non-refundable.

### 4 Entry procedures

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- 4.1 It is the complete responsibility of the candidate to request and pay for an examination entry one week before the exam board deadline.
- 4.2 It is the responsibility of the candidate to ensure he/she knows the exam board deadline.
- 4.3 The school accepts no responsibility for informing or reminding any potential candidate of the entry deadline.
- 4.4 The school will forward any exam board documentation to the address given by the candidate.

## 5 Taking the examination

- 5.1 It is the responsibility of the candidate to prepare as they see fit to take the examination.
- 5.2 Any candidate who requires teacher support for entry is welcome to register as a student at the beginning of the academic year and to attend appropriate lessons.
- 5.3 The candidate will be sent all information about the date, place and time of their examination(s) to the address given on their entry form. It is the responsibility of the candidate to note this information; no further reminders will be sent.
- 5.4 It is the responsibility of the candidate to arrive 15 minutes before the given start time of each examination.
- 5.5 The candidate is subject to the same external and internal regulations as the students of the school.
- 5.6 Any candidate who disrupts an examination or in any way breaches exam board or school regulations will be removed from the exam and denied further access to the exam room.

## 6 Examination results

- 6.1 External candidates may collect their results from the school on results day. Any results not collected will be posted to the address given by the candidate.
- 6.2 Post-results services will be available to external candidates for the listed exam board fee plus a £7.50 administration charge.

## 7 Review

- 7.1 This policy will be reviewed in 2021.

July 2018

