

External Exam Candidates Terms and Conditions

Frewen College is a registered Examinations Centre and accepts External Candidates for examinations set by:

- AQA
- Pearson Edexcel
- OCR
- WJEC
- CIE

We accept a limited number of External Candidates. We cannot guarantee to accept every application. All decisions are taken on a case by case basis taking into consideration whether we can accommodate the request and any access arrangements without impacting on our internal candidates. Our decision on whether or not to accept a request is non-negotiable and final.

All External Candidates who register for Examinations at Frewen College can expect:

- An accurate, efficient service;
- No unnecessary restrictions;
- Statements of Entries to confirm entry details
- Timetables supplied in good time
- The provision of all pre-exam materials in good time
- Access Arrangements, where relevant, will be dealt with tactfully and professionally (please see our terms and conditions regarding what support can be supplied)

Accuracy of Entry Codes

It is vital that you provide clear, unambiguous information regarding your examination entries. This means the correct entry, unit and option codes. Entries cannot be made if missing or ambiguous information is supplied and we accept no responsibility for the consequences of incorrect information.

Payment may be made by Direct Bank Payment or cheques.

Payment must be made in full at the time of registration. Deferred payments or instalments will not be accepted under any circumstances. If additional units or subjects are required after the initial registration of entries, these must be paid for in full (inclusive of any late entry fees where relevant, before the entries can be amended.

All fees are non-refundable.

Access Arrangements

JCQ (the governing body for exams in the UK) have recently tightened their regulations on Access Arrangements which makes it harder for Centres to facilitate external candidates.

Prospective external candidates who require Access Arrangements (extra time, supervised rest breaks, use of word processor etc) should, in the first instance, send an email to The school via Claire.Wood@frewencollege.co.uk explaining in detail the circumstances justifying the requested Access Arrangements. Please include any supporting evidence such as JCQ Form 8s from previous schools or Educational Psychologist reports.

Any requests linked to medical conditions must be supported by recent documentary evidence such as hospital letters or OT recommendations.

We will review the request once we have received all supporting documentation and confirm whether we can accept the application.

Facilitating Access Arrangements may incur additional costs.

Timetable Clashes

Clashes between examinations taking place solely at Frewen college will be resolved by the Examinations Manager as early as possible. If a candidate is taking exams elsewhere it is their responsible to advise Frewen of the dates in question in order for clashes to be considered. Failure to keep us informed may result in clashes that cannot be resolved and may result in loss of entry fees.

What is covered by your examination Fees?

When you register as an external candidate at Frewen College you will be entered for the examinations in your legal name as evidenced by your proof of identity.

We undertake to:

1. Provide you with your Examination statement of entry
2. Provide you with a timetable
3. Solve any timetable clashes
4. Send you any relevant pre-release materials at the earliest possible opportunity.
5. Ensure that your scripts are sent by secure delivery methods to the examination boards
6. Provide you with your results on the relevant days plus information on post-results services.
7. Provide you with any post-results services you may request once these have been paid for.

What is NOT covered by your examination entry fees?

It is NOT our responsibility to recommend textbooks or to provide you with specifications, past papers, mark schemes or examiners reports. These can be downloaded from the appropriate awarding body websites.

Prospective external candidates will be asked to sign a declaration that they have read and understood the above terms and conditions before payment can be accepted and entries registered.

Covid-19

Anyone suffering suspected Covid-19 Symptoms or self isolating as a result of contact with someone with Covid-19 must NOT attend Frewen College to sit exams.

All of the exam boards have provisions in place for candidates whose exams are interrupted by illness. Within the rules laid down by the exam boards, we will do our utmost to support candidates whose exams are interrupted by Covid-19. However, we cannot guarantee to supply predicated grades or make any judgements about a candidate's likely result if they are unable to sit their exams. We can only refund fees or change entries in circumstances where the exam cannot take place as a direct result of Covid-19 and where the exam board also agrees to refund fees.