

EXTERNAL EXAMS POLICY

Hayesfield School is happy to accept candidates for written examinations, providing the exam board will accept private candidate entries.

You may need to make your own arrangements for Coursework and Practical exams.

A student who has left the school at the end of the previous summer will be classed as a resit candidate – forms are available on the website.

All other applications are classed as external candidates and will be charged as stated below.

Charges will be:

GCSE - £50 per subject

A levels – Old Spec - £50 per unit

A levels – New Spec (excluding Edexcel subjects) - £100

A levels – New Spec Edexcel subjects - £150

Admin fee - £25 per subject

Invigilation fee - £25 per paper

All fees will be detailed in an invoice and MUST be paid in full by cheque (made out to Hayesfield Girls School) or cash before any entries are made.

All external candidates must see the exams officer prior to being entered for any exams to produce photographic documentary evidence ie passport, driving license and a utility bill with proof of address.

Please be aware that exam boards have deadlines for entries – the Summer 2018 deadline is Mon 6th February, after that double or triple fees will apply.

In the event of the candidate withdrawing from the exam NO REFUND will be given.

You will then receive a timetable with exam information including the date, time and the room where you will sit the exam.

When you arrive to take the exam you must book into West Wing Reception as a visitor, and await an invigilator to take you to the exam room. You must arrive at least 15 minutes before the start time. All exams at Hayesfield start at either 9.15am or 1.15pm.

In the first instance please e mail r.liddiard@hayesfield.com You must know which exam board you intend to use and the correct specification codes.