

Exam fees and reimbursement policy

GCSE initial registration and entry exam fees are paid by the centre.

For unreformed subjects AS and A2 initial registration and entry exam fees are paid by the centre.

For reformed subjects initial registration and entry exam fees are paid by the centre for both AS and A Level qualifications.

Late entry or amendment fees are paid by the candidates or the departments depending on the reason.

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary controlled assessment/coursework/non-examination assessment requirements.

Retake fees for first and any subsequent retakes are paid by the candidates, unless they are Year 13 students who have re-enrolled for the year on an AS course for that re-sit subject. In this case the centre will pay for one re-sit per unit.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

Post-Results Services

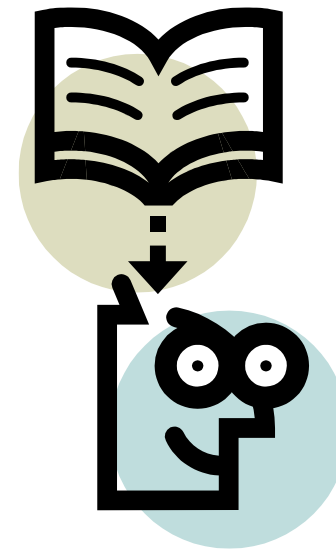
Clerical checks, review of original marking and access to scripts services are available for GCSE, GCE, Principal Learning and Projects. Information and deadlines will be issued with results.

Internal Appeals - the schools written internal appeals procedure is published on the school website. (Our school/documents/examinations)

Please retain this document and refer to it during the exam seasons.

We would like to take this opportunity to wish all students every success in their exam courses.

HAGLEY CATHOLIC HIGH SCHOOL EXAM PROCEDURES



Exam Procedures Guide

All Students will be issued with 'Information for Candidates' documents from the Joint Council for Qualifications (JCQ) outlining guidance for controlled assessment/coursework /non-examination assessments and examination board regulations. Students are strongly advised to read through these documents and understand the implications of malpractice.

Statement of Entry

All students who have been entered for a public exam will be given a statement of entry, showing personal details and school details. The statement shows the exams that they are due to take and also the dates and sessions. It is the students' responsibility to check that the personal details are correct, (as these will appear on their certificates), that they are entered for the correct exam/s and also that they have no clashes with other subjects.

The student is given two identical copies of the statement of entry – one to keep and one to sign and date and return to the Exams Office verifying correct entries.

Exam Timetables

Students will be issued with an individual timetable prior to the exams. This will show the clash resolutions, exact start times, exam venues and also their seat number. The student's exam candidate number is on the top of the timetable and this should be memorised as it should be written on each exam paper that is completed. Students are advised to note the start time of the exam as this can be misread.

Dress Code

Sixth Form students are expected to follow their normal dress code. **Please wear warm clothing as we cannot guarantee the temperature of all rooms. Lanyards must be brought to each exam venue for proof of identity.**

No outdoor coats are allowed in any venue.

Lower school students should wear their full school uniform.

Wearing inappropriate clothing may mean that your examination is delayed.

Absence

If students are unable to attend their exam they must call the school reception, 01562 883193 before the exam start time. We would require written confirmation to explain illness/extenuating circumstances. **Failure to provide this will result in the candidate being charged for the missed examination.**

Exam Start Times	Morning	Afternoon
Hagley Catholic High School	9.15 am	1.15 pm

Students are instructed to arrive at their exam room **at least 15 minutes** prior to the start time of the exam.

Mobile phones, MP3/4 players, iPods, smartwatches or any potential technological/web enabled source of information are not allowed in any exam venue. A facility is in place for phones to be handed into reception for safekeeping.

Coats and Bags are not allowed in any exam venue.

Drinks

Students may bring water to drink. The bottle needs to be clear with no labels. It should also have a sports cap and not a screw top to avoid spillage.

Miscellaneous

- Students should only bring the items that they need for an exam (Pens/Ruler/Calculator, etc).
- **A Black pen is essential for each examination.**
- Students should use the toilet before they enter the exam room. It is disruptive for other students if they ask to leave the exam room during the exam.
- Please be aware when going to or leaving exam venues that other exams may be in progress - silence at all times!!