

Lacon Childe School

Examination-External Candidates Policy

Version Control

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Policy approved by:	Local Governing Body
Next policy review date:	Autumn 2025

Version	Date	Details
1.0	Autumn 2024	New policy

This policy covers all entries made by Lacon Childe School on behalf of external candidates for GCSE and GCE examinations. A list of centres willing to accept entries from private candidates can be found on the JCQ website (<https://www.jcq.org.uk/private-candidates/>)

Entries will be accepted for the summer examination series. All entries must be received and paid for by 31st January in the academic year in which entry is requested. Lacon Childe School will not accept any entries or amendments after these dates.

Fees

In addition to all published exam entry fees, external candidates will be charged a one-off, non-refundable £50 administration fee. If candidates require separate invigilation there will be an additional charge for the full published duration of the exams irrespective of when a student finishes.

Controlled Assessment and Coursework

Lacon Childe School will not be responsible for the preparation or marking of any coursework or controlled assessment components attached to an exam entry. Therefore, external candidates whose entries include a coursework or controlled assessment component must make alternative arrangements.

Oral and Practical Examinations

Candidates will need to make separate arrangements for any oral components (eg of a language exam) or practical examinations in relevant subjects.

Timetables

Once your entries have been processed you will receive a statement of entry together with details of timings and venues for your exam(s).

Identification

When private candidates attend an examination, Lacon Childe School staff will need to verify their identity. Private candidates will need to show a current and valid passport, or driving licence with a photograph when you make your entry. Candidates will need to produce their ID at the beginning of an exam.

If a candidate does not have a valid passport or driving licence with a photograph, they will need to provide:

- a Private Candidate Identification Form (from the appropriate awarding body) will need to be completed and signed by a witness
- two passport-sized photographs taken within the last 12 months, one of which must be signed on the reverse by a witness.

Results

External candidates may collect their results from the school on results day. Any results not collected will be emailed to the address given by the candidate.

Once accepted as an external candidate at the school, you would be expected to provide full contact details to include full name, address, date of birth, phone numbers and email address along with a UPN or UCI number if you have one. You must pay the full cost of the entry or entries plus the administration fee of £50 by 31st January in the academic year in which entry is requested.