LACON CHILDE SCHOOL
PART OF FOUR STONES GATEWAY

LACON CHILDE SCHOOL

EXAMINATIONS POLICY – EXTERNAL CANDIDATES

DATE POLICY WAS APPROVED	16.12.2025
DATE POLICY WILL BE REVIEWED	Autumm 2026
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	Exam Co-Ordinator

Key Definitions

All policies incorporate the following schools or organisations, unless specified otherwise, within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire, and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this policy the term:

"CEO" includes the Chief Executive Officer

"CFOO" includes the Chief Financial Officer

"Trust Senior Leadership Team" includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

"Headteacher" includes the appropriate School Headteacher.

"Trustees or Trust Board" are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

"Local Academy Boards (LAB)" are appointed Governors at a local level associated with the Trust's Worcestershire Schools. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Local Governing Bodies (LGB)" are appointed Governors at a local level associated with the Trust's Shropshire Schools. LGB Governors are advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Chair" responsible for leading the board and ensuring its effectiveness.

"Stakeholders" are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

Examinations Policy – External Candidates

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 coursework or controlled assessment component must make alternative arrangements.

Oral and Practical Examinations
Candidates will need to make separate arrangements for any oral components (e.g. 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.