



Policy for Private Candidates

Rookwood School

September 2024

Date of adoption of this policy	October 2024
Date of last review of this policy	October 2024
Date for next review of this policy	Autumn term 2025
Policy owner (School)	Deputy Head Academic

Aim:

At Rookwood School, we are pleased to offer the opportunity for external candidates to sit public examinations as private candidates. To ensure a smooth and equitable process for all, we have established the following policy regarding the acceptance and management of private examination candidates.

Scope and application:

- Private candidates are individuals not currently enrolled as full-time students at Rookwood School but wish to sit exams at the school.
- The school will consider applications from private candidates for written or spoken exams only. However, **we are unable to support candidates requiring access arrangements or reasonable adjustments** or those who are entered for exams containing **Non-Examination Assessments (NEA)** (such as coursework or practical assessments).
- A list of examinations supported is available on request

Responsibilities:

Mrs Vicky Neil – Examinations Officer

Mrs Jennifer Jellard – Deputy Head Academic

Procedures:

1. Examination Entries

- Private candidates are responsible for ensuring that they are entered for the correct examination code and series. The school will provide guidance where possible but cannot offer academic support or validation for private study.
- All entries must be submitted by the published entry deadline. Late entries will incur additional fees, subject to availability and exam board policies.
- Formal photographic identification such as passport or driving licence should be submitted on application.

2. Fees

- A full schedule of fees for private candidates, including exam board entry fees and any administrative charges, will be provided upon application. All fees must be paid in full before entries are confirmed.
- Fees are non-refundable, except in cases where the school is unable to accommodate an entry.

3. Candidate Responsibilities

- Private candidates are responsible for familiarizing themselves with the relevant exam board regulations, timetables, and any other requirements for their specific exams.
- Candidates must bring appropriate photographic identification on the day of the examination e.g. passport or driving licence. They should comply with all examination rules set out by the school and the relevant examination board.

4. Access Arrangements

- Rookwood School does not provide support for private candidates requiring access arrangements or reasonable adjustments. Candidates must ensure they meet any access needs through other institutions or examination centres that can cater to these requirements.
- It is the responsibility of the private candidate to ensure that their application is appropriate for their individual circumstances, particularly if they require access arrangements.

5. Non-Examination Assessments (NEA)

- Private candidates are advised that we do **not** offer facilities for subjects with Non-Examination Assessment (NEA) components, such as coursework, practical assessments, or controlled assessments.
- Candidates wishing to take subjects involving NEA should seek alternative centres that can manage the submission, supervision, and authentication of such assessments.

6. Communication

- All communication regarding exam entries, timetables, and other related queries should be directed through the Examinations Officer at Rookwood School.
- Communication may include an in person briefing with the Examinations Officer in advance of the examination series.
- Rookwood School will not be able to provide any academic support, tuition, or additional services beyond facilitating the administration of exams.

7. Examination Day

- Private candidates must arrive promptly for their exams as per the official timetable provided. Failure to do so may result in disqualification from the exam.
- It is the candidate's responsibility to ensure that they are aware of the exam venue and any special instructions for exam day.

8. Results

- Results will be made available to private candidates on the same day as for internal candidates. Collection or distribution of results will be managed by the Examinations Office in accordance with school procedures.
- Private candidates may request assistance in forwarding results or certificates to further education providers, but this will be subject to the school's availability and may incur additional fees.

9. Appeals and Reviews

- Private candidates have the same rights as internal candidates to request a review of marking or make appeals as per the relevant exam board's policy. However, the school will not provide any additional academic support during this process.
- Fees for appeals and reviews submitted by the school are listed separately
- Private candidates are entitled to approach the examining body directly for post-results services.

By submitting an application as a private candidate at Rookwood School, individuals agree to abide by the terms of this policy. The school reserves the right to amend this policy as necessary and will notify candidates of any significant changes.

Public examinations available to Private Candidates

Summer 2025

GCSE

AQA English Literature

Edexcel IGCSE Maths

AQA Trilogy Science – required practical to be completed externally

AQA French

AQA German

AQA Spanish

AQA Business

AQA Geography

AQA Religious Studies

AQA Further Maths

Cambridge International ICT

GCE

Edexcel Maths

AQA Business

AQA Economics

AQA Philosophy and Ethics (RS)

Cambridge International Geography

Private Candidate Fees

Summer 2025

GCSE fees per qualification

Examination Fees	Cost of Entry before 6 th Feb 2025	Cost of Late Entry After 6 th Feb 2025	Cost of very late entry after 3 rd April 2025
AQA GCSE	£250	£300	£400
AQA GCSE Trilogy Science	£450	£600	£720
GCSE MFL	£320	£400	£500
Edexcel IGCSE	£270	£350	£500

A Level

Examination Fees	Cost of Entry before 6 th Feb 2025	Cost of Late Entry After 6 th Feb 2025	Cost of very late entry after 3 rd April 2025
AQA A level	£475	£600	£660
Pearson A level	£475	£600	£660
Cambridge International	£500	£650	£725

Language Speaking Tests	
GCSE MFL speaking test (subject to availability)	£90.00

Other charges	
Entry amendment fee	Price on application
Exam clash supervision	£15 per hour
Transferred candidate fee	£80 admin fee + £10 per hour invigilation

Deadline for Refunds

Partial refunds less £50 admin fee are possible if entries are withdrawn before the exam board refund deadlines.

Refunds cannot be given if made after the very late entry deadline.

Post results services

Requests for remarking, appeals and requests for the return of scripts will each be subject to an admin fee of £35, in addition to any charges made by the exam board.

Questions or Problems?

If you have any queries, please contact the Rookwood School Exams Officer, Mrs Neil on vneil@rookwoodschool.org

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35-39 Weyhill Road
Andover
SP10 3AF

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Email: office@rookwoodschool.org