

## **CHARGING POLICY FOR PUBLIC EXAMINATIONS**

All formal exams i.e. A Level (AS & A2), IGCSE, GCSE, IB, Pre-U that are scheduled to be taken in a students Year 13, 12 or 11 will be included in the school fees.

It is our policy to charge for all early entries and re-sits as listed below. Fees vary between Awarding Bodies. Re-sit and early entry fees will be invoiced in the usual way and may increase as determined by Awarding Bodies.

<b>Qualification</b>	<b>Fees</b>
GCSE	Ranging from £6.10 to £63.15 per component
IGCSE	Ranging from £52.70 to £105.40 (double award) per qualification
GCE (AS & A2)	Ranging from £14.05 to £63.15 per component
Pre-U	£153.40 per qualification

### **Early Entries & Private Candidates**

Where students take examinations early or where subjects are not part of our curriculum programmes, an administration charge will be made of £5.00 per subject entry, in addition to the entry fee.

### **Re-sit Requests**

Requests for re-sits must be made on the Public Examinations Re-sit Request form which can be found in the Exam Information folder on the School Portal. Requests must be authorised by a parent and the appropriate Head of Department before entries can be made.

### **Entry Deadlines and Late Fees**

Requests for re-takes and early entries must be made by the entry deadlines set on the Re-sit Request form. Fees increase substantially where entries are made after entry deadlines. This fee is 100% of the original fee and is in addition to the entry fee. A very late entry incurs 150% of the original fee and is in addition to the entry fee.

### **Additional Charges**

Where a re-sit requires the provision of additional invigilation, this will be charged from £15.00 per hour, in addition to the entry fee. Where a withdrawal of entry is made after the cut-off point for withdrawals, entry fees will not be refunded. An administration charge of £5.00 per subject will be made for processing entries after the entry deadline. Other charges may apply where late amendments to entries are made or where a late request for certification is made.

If you have any queries relating to public examinations, please contact **Mrs Jane Dewhurst**, Examinations Officer at [jed@stephenperse.com](mailto:jed@stephenperse.com)