



External Exam Candidates Terms and Conditions

We accept a limited number of External Candidates. Applications are considered in order of receipt, taking into account whether we can accommodate the requests and any Access Arrangements without impacting on our internal candidates. Our decision on whether or not to accept a request is non-negotiable and final.

Exam boards:

We are a registered Examinations Centre and accepts External Candidates for examinations set by:

- AQA
- Pearson Edexcel
- OCR
- WJEC
- CIE

We are not able to accept candidates for courses which have a coursework element or require practical endorsement.

Fees and Deadlines:

Exam fees:

In addition to the cost of the exam (set by the exam board) there is an administration fee of £75 per exam paper + VAT.

If a late application is made (deadlines below) and accepted, then an additional administration fee of £75 + VAT will also be charged.

Post-exam services:

In addition to fees set by the exams boards for post-result services, there will be a £10+ VAT per request administration fee.

Applications for the summer exam season must be received by **10th December 2025**. Applications received after this date may be considered, subject to availability for that exam and late fees (as outlined above).

Applications for the November exam season must be received by **1st September 2026**. Applications received after this date may be considered, subject to availability for that exam and late fees (as outlined above).

Payment must be paid within 10 days of invoice.

Please note that to enter for a GCSE qualification in the November season the candidate must be at least 16 years old on **31st August 2026**.





Applications:

To help us process your application, when submitting your application, you need to include:

1. Full legal name & date of birth
2. The exam board specification codes, and unit or options codes.
3. Tier of entry, where applicable (usually Maths and Science)
4. Unique Candidate Identifier (UCI) number – if available. This is a 13-character code which is on previous exam certificates.

Once your application has been processed, parents and candidate will be sent a statement of entry. Please check this carefully; if there is an error, please notify the exams team (exams@frewencollege.co.uk) within 10 working days (term time) of receipt of the statement of entry.

Queries regarding exam entries received later than 10 working days that require a change may result in late entry fees.

Payments

Payments can be made by Direct Bank Payment or Cheque. Payment must be paid within 10 days from date of invoice. Payment after this point may result in you losing the exam place.

Deferred payment and instalments are not accepted.

Withdrawal from exams

If a candidate is withdrawn from the exam before 1st February 2026 a refund of exam board fees will be issued.

We are not able to offer a refund for withdrawals made after 1st February 2026.

Exam Access Arrangements

Frewen College is able to facilitate a small number of students who require Exam Access Arrangements (EAAs). If this is / or may be required this must be indicated at the time of initial application. There is an additional cost for the application of Exam Access Arrangements – please refer to the Exams Access Arrangement document for further information (see appendix 1).

The rules and regulations around exam access arrangements (EAA) are set by JCQ and we as a centre are bound by these.





Requests for an application for Exam Access Arrangements must be made at the time of initial application. We are not able to process late applications for Exam Access Arrangements.

Applications for EAAs will be processed by the Frewen Learning Support team. Please refer to appendix 1 for further information about this process and the evidence required.

Timetable Clashes

Where a clash of exams occurs and both examinations are taking place at Frewen College, the Exams Officer will provide a solution as soon as possible.

If the candidate is taking examinations at another centre, it is their responsibility to advise the Exams Officer of the clash, including dates and times so this can be considered. Failure to keep us informed may mean that the issue cannot be resolved and may result in loss of entry fees.

Results & Certificates

Students must be available until and including 24th June 2026, for exams contingency.

Results will be issued via email to parents and candidate on the morning of release. For exams taken in Summer 2026 these dates will be:

- A Level – Thursday 13th August
- GCSE – Thursday 20th August

Appeals

Please also refer to the Appeals (Exams) Policy.

Special Consideration may be given to a candidate who is affected by adverse circumstances beyond their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.

What is included in your examination fees:

- Statements of Entries to confirm entry details and exam dates.
- Pre-visits to the centre in January or at Easter. Times and dates will be confirmed nearer the time.
- Timetables of exams
- The provision of all pre-release information for exams will be shared within a week of release.





- Exam Access Arrangements, where relevant, will be dealt with tactfully and professionally (please refer to appendix 1)
- Implementation of Exam Access Arrangements
- Ensure that your scripts are sent by secure delivery methods to the examination boards
- Provide you with your results on the relevant days plus information on post-results services
- Provide you with any post-results services you may request once these have been paid for
- Postage, by recorded post, of any certificates

What is NOT covered by your examination entry fees?

It is NOT our responsibility to recommend textbooks or to provide you with specifications, past papers, mark schemes or examiners reports. These can be downloaded from the appropriate awarding body websites.

Illness on day of the exam

If a candidate is ill on the day of the exam, they must inform the exams office: exams@frewencollege.co.uk at the earliest opportunity. This information will be shared with the exam board. A doctors note may be required. Unfortunately, refunds cannot be issued at this point.

Prospective external candidates and parents will be asked to sign a declaration, on the application form, that they have read and understood the above terms and conditions before payment can be accepted and entries registered.

