



"Unlocking potential through learning"

External Candidate Examination Policy

**The New Horizons
Learning Centre**

Date Ratified: July 2022
Review Date: July 2024

Signed by: Donna Portingale

Position: Chair of Governors

External Candidate Examination Policy

This policy covers all entries made by the Exams office on behalf of external candidates for GCSE, BTEC's & Functional Skills. Entries will only be accepted for the summer exam series (except Functional Skills/BTEC's where appropriate)

All entries must be received and paid for by **1st February** (for GCSE entries).

New Horizons Learning Centre 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, **£25** administration charge. 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.

Coursework

New Horizons Learning Centre will **not** be responsible for any coursework components attached to an exam entry. Therefore, external candidates whose entries include a coursework component must make alternative arrangements with a distance learning organisation (i.e., OOL, NEC, ICS etc).

Oral/Practical Examinations

New Horizons Learning Centre **cannot** administer oral components for language examinations or practical components of a syllabus.

Estimated Grades

New Horizons Learning Centre **cannot** submit estimated grades for external candidates.

Course/Specification Choice

It is the candidate's responsibility to choose an appropriate course/specification and provide these details to the Exams Office. New Horizons Learning Centre will not advise on choice of course/specification or Awarding Body and will not be held responsible for any late fees that arise from amendments.

Further information on course/specification together with Private Candidate Guidance is available from the Awarding Body websites:

www.aqa.org.uk

www.edexcel.com

www.ocr.org.uk

www.wjec.co.uk

Timetables

Once your entry has been processed you will receive a statement of entry from New Horizons Learning Centre together with details of the timings and venues for your exam(s).