

Tiverton High School



External Candidate Fees & Requirements

Fees

Administration Fee:	£100 (per subject)
Invigilation costs:	£9 per hour plus an additional 1 hour over and above the length of each exam for room set up/take down, security of exam papers, exam paper dispatch etc.
Exam Entry costs:	As charged by the Awarding Board (including any late or administrative fees that they might deem appropriate).
Room Hire Charge:	£35 flat fee on each occasion a room is required.

Requirements.

1. The total fees must be paid in advance of any costs or expenditure being incurred by the school.
2. These must be cleared funds in Devon County Council's account at the time at which any costs or expenditure is incurred and NO later than 18 February of the year the exam(s) will be taken.
3. The candidate must provide satisfactory photographic proof of identity (plus any other evidence as deemed necessary by the Awarding Body or Exams Manager in order to identify them).
4. They should bring their passport with them to all of their exams and should be prepared to show it to an Invigilator, member of school staff or visiting JCQ Exams Inspector if asked.
5. It will be expected that an external candidate will arrive no later than 10 minutes prior to the start time of any exam and will dress appropriately whilst on school premises.
6. They must sign in and out at Reception and display their Visitors Pass at all times.
7. Food is not permitted in an exam room unless it be water in an unmarked bottle. By prior agreement with the Exams Manager food which is essential for a pre-advised medical condition will be allowed.
8. Only clear plastic pencil cases are permitted in an exam room.
9. A copy of the JCQ rules and regulations governing candidate conducted during an exam will be supplied. Any inappropriate conduct or instances of malpractice will be reported to the Awarding Body in the normal way.

School Contact Details

Exams Manager:	Liz Ford
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