

Examinations

The Examination Year – a brief Timeline for GCSE, IGCSE and A Level

- September: Entries are made for November examinations (limited GCSE and IGCSE units)
- October: Late October certificates for the previous summer are received from the examination boards.
- November: Scholars may collect their certificates or contact the school to request that they are posted.
Examinations take place
- January: Mock examinations for scholars following the 2 year GCSE curriculum
Late January results are issued for November GCSE units. No certificates are issued at this time.
- February: Mock examinations for scholars following the A Level curriculum
Entries are made for summer examinations
ALL ENTRIES ARE CONSIDERED PROVISIONAL AT THIS TIME.
Taking examinations are dependent on school fees being up to date.
- March: Mock examinations for scholars following the 1 year GCSE curriculum
- April: Controlled assessments: all must be complete and handed in to teaching staff before the Easter holiday
- May: Summer examinations start
PLEASE NOTE:
SCHOLARS WILL NOT BE ALLOWED TO SIT EXAMINATIONS IF SCHOOL FEES ARE IN ARREARS AT THE TIME OF THE EXAMINATION
- June: End of June summer examinations finish
- August: Mid August A Level results are issued. No certificates are issued at this time.
Late August IGCSE/GCSE results are issued. No certificates are issued at this time.

Examination Fees Explained

Examination fees are added to the school bill. Each year examination fees change. Each qualification comprises a number of different units. Those that include a practical or oral component tend to be more expensive. GCSE's and IGCSE's are normally charged per complete qualification. Examination boards will charge different fees for the same service. Amounts quoted are therefore approximate.

Per GCSE:	£28.00 – 37.00 if a scholar retakes an individual unit there will be an additional unit fee
Per IGCSE:	£44.00 – 49.00
Per A level unit:	£15.00 – 21.00
Reader/Scribe:	£10.00 per hour
Late entry fee:	if a scholar decides they wish to retake an examination this may incur a late entry fee. This can be up to triple the standard fee
Amendment fee:	£5.00. For example a change from Foundation to Higher tier

EFL examination costs are as follows:

Cambridge First	£80.00
Cambridge Preliminary	£60.00
Cambridge Key	£60.00
IELTS	£150.00

Results

IT IS SCHOOL POLICY THAT RESULTS ARE NOT ISSUED IF FEES ARE IN ARREARS.

A **provisional statement of results** is produced on the official results day. Scholars may contact the school to receive their results via telephone, or email the examinations officer to have a scanned copy sent.

Certificates are received by the school in late October. The school does not automatically post certificates. Scholars should contact exams@buckswood.co.uk to confirm that have arrived and to arrange for collection. Overseas scholars may request that certificates are posted by contacting exams@buckswood.co.uk in November. Any certificates that are not collected/posted will be kept for ONE year and then destroyed in line with JCQ regulations. If a scholar loses their certificates the school cannot apply for replacements. The scholar must use the relevant examination board(s) website(s) to make the application.

Enquiries About Results (EAR)

If a scholar wishes to see a copy of their examination script they can make a request via the examinations officer. This is not available for all GCSE's. It must be made within a set time period. This is normally up to one month after the release of results.

Access to script fee: £10.00 - £14.00

If a scholar wishes to have their examination paper remarked they can make a request via the examinations officer.

Please note: marks can go down as well as up. If the mark goes down there is no appeal.

Please note: it is not possible to have an individual piece of coursework remarked.

A request must be made within a set time period. This is normally up to one month after the release of results.

GCSE remark fee **per unit:** £23.00 – 30.00

A Level remark fee **per unit:** £28.00 – 48.00

Private Candidates

We are happy to accept private candidates. Some examinations have special requirements such as practical work or controlled assessment elements that we may not be able to accommodate. All requests from private candidates are therefore considered on a case by case basis.

Controlled Assessments

Controlled assessments are an integral part of many GCSE's and a few advanced courses. Controlled assessment can take place throughout the year.

Practical and Oral Examinations

The examination boards set a timeframe within which these must take place. The school can then set the exact date(s). Often this timeframe is near to the Easter holiday period. It is very important that scholars are not taken out of school early or return late.