

## **CHARGING POLICY FOR PUBLIC EXAMINATIONS 2021/22**

This policy is applicable to the Stephen Perse Foundation (the **Foundation**) and sets out the Foundation's charging policy for public examinations in the 2021-22 academic year.

All fees charged by Awarding Bodies for public exams (A and AS Level, IGCSE, GCSE, IB, Pre-U) and University Entrance Aptitude tests that are administered by the Foundation are not included in the Foundation's School Fees and will be charged separately.

In addition, it is our policy to charge for all early entries and re-sits as set out below.

### **Public exam fees**

Fees vary between Awarding Bodies. Qualification fees for 2021/22 for single subjects range from £39 to £69 for (I)GCSE and £89 to £216 for A Level/Pre-U. All public exam fees for curriculum subjects will be itemised separately and added to the fees bill issued for the term in which the candidate sits the exams.

Re-sit and early entry fees and any additional charges, as set out below, must be paid through Parentmail in advance of entries being made.

### **Early Entries**

Where students take exams early or where subjects are not part of our curriculum programmes, an administration charge will be made of £15.00 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. Requests must be authorised by a parent and the appropriate senior member of staff as outlined in the Foundation's Examinations policy before entries can be made. An administration charge will be made of £15.00 per subject entry, in addition to the entry fee.

### **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, as determined by Awarding Bodies. Charges for entering after the initial entry deadline are on a sliding scale. The fee to enter after the initial entry deadline is 100% of the original fee and is in addition to the entry fee. A very late entry incurs 200% of the original fee and is in addition to the entry fee.

### **Additional Charges**

Where a re-sit requires the provision of additional invigilation (other than to provide for an access arrangement), this will be charged at £15.00 per hour, in addition to the entry fee.

Other charges may apply where late amendments to entries or changes to certificates are made.

### Withdrawals

In some cases Awarding Bodies permit candidates to withdraw from a public exam up to a date between one and two months in advance of the exam, without charge and the relevant entry fee(s) will be refunded. Where a withdrawal of entry is made after the deadline for withdrawals, entry fees will not be refunded.

If you have any queries relating to public examinations, please contact the exams office, [exams@stephenperse.com](mailto:exams@stephenperse.com)

**Reviewed:** March 2022

### Version Control

Date of adoption of this policy	March 2022
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Policy owner	Deputy Head DACS
Authorised by	Head of Centre

### Revision History

Date	Page	Nature of update	Authorised by
March 2022	Whole document	New Policy	Head of Centre