



John Port Spencer Academy

External Exam Candidates

John Port Spencer Academy are proud, wherever possible, to support the community and ex-students in their educational pursuits. However, we reserve the right to decline requests from external candidates if it will result in an unacceptable draw upon resources.

We only accept external candidates for qualifications assessed through written examinations only. We do not accept external candidates for qualifications that include practical skills assessments, coursework, controlled assessments or oral examinations and speaking endorsements.

We only accept candidates who were previously students at the school in the year prior to the exam season they wish to be entered for.

We only accept a limited number of external candidates each year and this is on a 'first come' basis. We are currently accepting applications for summer 2020 examinations and you should contact the Examinations Officer using the following email address exams@johnport.derbyshire.sch.uk. The school deadline for entries is 31st January 2020.

As an external candidate you must:

- Identify the examination board and the entry code of the exam you want to be entered for, then confirm with the Examinations Officer that the exam can be taken at the school and what the entry fees will be.
- External candidates must pay the school the full entry fee charged by the relevant Examination Board **plus** an additional fee to cover invigilator and room costs:
 - £13 for every hour of the exam Plus £13 for supervision before and after the published exam time.

Plus

- £11 per hour if a separate room is needed.

Plus

- Any further possible costs if access arrangements are required. The costs for these will be confirmed after we receive your application form.

- Candidate should complete the Exam Application Form.
- Read all candidate notices in the exam policy section of the school website.
- Sign to confirm you have read the Information for Candidates Booklet posted in the exams section of the schools website.
- Attend the school personally with your photo ID (for identification purposes). A photocopy will be taken and kept on file until after you receive your results certificates. It will then be put into the confidential waste to be destroyed.

After the entry has been made you will receive a statement of entry detailing the exams you have been entered for. It is your responsibility to check these details carefully and contact the Examinations Officer immediately if anything is incorrect.

Please note that if you later request to be withdrawn from the exam, the entry fee is not refundable but you may receive back part of the invigilation and room costs depending on how close to the actual exam date you make the request.

General information

Wherever possible you will take exams with students who are on roll at the school.

You will be given a timetable and asked to ensure you arrive at the school's reception 30mins before the start of your exam. **Under no circumstance should you enter the school site unaccompanied by a member of school staff.** Morning exams start at 9:15 and afternoon exams start at 13:20.

Parking at the school is limited and you should arrive in sufficient time to park safely. **You must not park in the bus park.**

Please ensure you bring photographic ID with you to all of your exams.

You are responsible for your own equipment (pens, pencils, calculators etc.) which must be in a clear pencil case and meet all JCQ regulations.

If you take water into the examination room it must be in a clear bottle and the label must be removed.

Please do not bring a mobile phone, watch or any electronic device into the examination room. If you do it must be switched off and handed into the invigilator before the start of the exam.

If you bring a bag into the examination room it must be put (at your own risk) in the designated area within the room.

The school has a strict uniform policy and we would respectfully request that you take this into account when deciding what to wear.

If you are unable to attend a scheduled examination for any reason please contact the Examination Officer at school as soon as possible who will advise on the best course of action.

The results and certificate dates will be published on the schools website and you will need to discuss your arrangements with the Examinations Officer.

If you need any further information please email the Exams Office at exams@johnport.derbyshire.sch.uk who will be pleased to assist you.