



# External Candidates Exam Entry Requirements

Hazelwick School does not accept private candidates for examinations. Ex-students can apply to sit an external exam at the school under the following conditions;

- Ex-students can only apply to sit an external exam in the subsequent academic exam series to the year they left the school.
- The deadline for applying is 15<sup>th</sup> January
- Ex-students can apply to resit an examination they sat at Hazelwick school
- Ex-students can apply to sit a new examination subject provided it is a subject offered to Hazelwick students and is with the same awarding body.
- The charge will be the cost of the examination fee. There will be no administration fee.
- Should the exam entry/entries and use of the school's exam accommodation incur additional or other fees, including extra invigilation costs, these will be charged once the examination timetable is finalised.
- If a student was entitled to access arrangements when they attended Hazelwick school these would only be accommodated if they have not expired. Provision of these could incur additional charges (for example if a reader or additional invigilator is required).

**NB: if the qualification includes any non-exam assessment these marks will be carried forward. It will not be possible for you to resubmit NEA/coursework through Hazelwick school.**

Should you have any further queries please contact:

Mrs Wendy Keeley, Exams Officer

01293 403344 ext 2371 or [examsoffice@hazelwick.org.uk](mailto:examsoffice@hazelwick.org.uk).