

# Stephen Perse

Foundation

## CHARGING POLICY FOR PUBLIC EXAMINATIONS 2024-25

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## **1. The Policy**

- 1.1. This policy is applicable to Stephen Perse Foundation (the **School**) and sets out the School's charging policy for public examinations in the 2024-25 academic year.
- 1.2. All fees charged by Awarding Bodies for public exams (A and AS Level, IGCSE, GCSE) and any University Entrance Aptitude tests that are administered by the School are not included in the School's Fees and will be charged separately.
- 1.3. In addition, it is our policy to charge for all early entries and resits as set out below.

## **2. Public exam fees**

- 2.1. Fees vary between Awarding Bodies. Qualification fees for 2024-25 for single subjects are likely to range between £50 and £100 for (I)GCSE and £100 to £240 for A Level. 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.
- 2.2. Resit and early entry fees and any additional charges, as set out below, must be paid through Parentmail in advance of entries being made.

## **3. Early Entries**

- 3.1. Where students take exams early, or where subjects are not part of our curriculum programmes, an administration charge will be made of £20.00 per subject entry, in addition to the entry fee.

## **4. Resit Requests**

- 4.1. Requests for resits must be made on the Public Examinations Resit Request form. Requests must be authorised by the student, a parent and the appropriate senior member of staff as outlined in the School's Examinations policy, before entries can be made. An administration charge will be made of £20.00 per subject entry, in addition to the entry fee.

## **5. Entry Deadlines and Late Fees**

- 5.1. Requests for resits and early entries must be made by the entry deadlines set on the Resit 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.

## **6. Additional Charges**

- 6.1. Where a resit 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.
- 6.2. Other charges may apply where late amendments to entries or changes to certificates are made.

## 7. Withdrawals

- 7.1. 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.
- 7.2. If you have any queries relating to public examinations, please contact the exams office, [exams@stephenperse.com](mailto:exams@stephenperse.com)

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### Version Control

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