

Exam Terms and Conditions

Summer 2021

Fees and Deadlines

Action/ Event	Date	Fees
Last day to submit entries for Summer 2021	10 February 2021	No late fee penalty if invoice is paid by 5pm
Late entry fees charged from this date	11 February 2021	Late fees apply per subject (100% of the entry fee) *
Last day to voluntarily withdraw from exams	10 April 2021	Exam fees refunded. Registration fee is non-refundable.
Withdrawals or amendments charged from this date	11 April 2021	No refund for withdrawals. Amendments charged.

* Please note that late entries are non-refundable if the student later decides to withdraw.

Exam Cancellation

*On 12 October 2020, the Secretary of State for Education announced that **all exams across England will go ahead in the summer of 2021**. This was reconfirmed on 3 December. The government is clear that exams are the fairest and most accurate way to measure attainment.¹*

The government and Ofqual have identified several options that will be available if a candidate misses some or all of their exams in the summer series due to illness. You can read the full details on the gov.uk website here: [Guidance to support the summer 2021 exams](#)

Regardless of what happens, please rest assured that our team will work tirelessly to ensure all candidates receive grades. For the Summer 2020 series, Top Grades was one of the leading exam centres for awarding centre assessed grades to private candidates – we accepted candidates from as far as Reading, Surrey, and Cambridge.

¹ <https://www.gov.uk/government/publications/guidance-to-support-the-summer-2021-exams/guidance-to-support-the-summer-2021-exams>

CAGs and Withdrawal Terms

If exam centres are given the option to submit centre assessed grades (CAGs)

In the event that some or all exams are cancelled, this option is most suitable for candidates who meet one of the following criteria:

- have (at some point) been enrolled with a school which is willing and able to supply Top Grades with grades and supporting evidence
- are currently enrolled with an online school/ other tuition centre which is willing and able to supply Top Grades with grades and supporting evidence
- are home-educated/ resitting to improve their results and willing to have some tuition and sit internal exams with Top Grades

Candidates who opt for this route are advised that in addition to any supporting evidence supplied, they have to sit some internal exams in order for our teachers to assess their work and ensure that it is of a similar standard to the other evidence submitted.

Additional assessments are charged at £30 per paper in addition to exam fees in order to compensate our teachers for the additional work required to produce and mark these exams. Candidates will not be eligible for a reduction in exam fees.

If there is an alternative series available or candidates wish to delay their exam

If exams are cancelled or a student finds that they are not ready to sit the exam due to personal or external circumstances. This option is most suitable for candidates who meet some or all of the following criteria:

- are not intending to attend a university/ college/ sixth form in the near future and therefore can afford to delay the exam by a few months or a year
- are sitting the exam a year early to allow them to give more attention to other subjects the following year or inform their decisions for final GCSEs in a future series
- are home-educated and unable to meet the evidence requirements or sit the internal exams necessary for CAGs (assuming that centres are allowed to award CAGs in lieu of exams)

Your entry may be carried over to a future series. There should be very little if no cost involved for this option provided that we are given enough notice to withdraw your entry from the exam boards without any penalty. Please speak to the Exams Officer before you make a decision so that you know what options are available to you. Notice must be given in writing.

If Top Grades is unable to provide an exam service or submit CAGs

For just two Summer 2020 candidates, Top Grades was unable to authenticate evidence for CAGs due to the fact that we did not have a subject expert in our employ with the necessary teaching and examining experience. If, in this rare occurrence, we cannot source a suitable person to assess candidates for CAGs, we will unfortunately have to withdraw your entry and you will be entitled to a full or partial refund (assuming that the exam boards are issuing full refunds for a cancelled exam series).