

Terms and Conditions for Exams

1. Candidates' must fully complete, sign, date and return the entry form, data protection form and, if applicable, (Wessex tuition students only) evidence for 25% extra time before the relevant deadline on the [Exams page](#) of this website. Changes to the information submitted to us will only be accepted in writing.
2. It is your responsibility to determine the correct entry code, including option, tier and carry forward codes, for each of the exams you want to take. Any amendments to your entry form will incur a fee of £35 in addition to any fee levied by the exam board.
3. Late entries beyond our initial deadline (see [Exams page](#)) will incur a fee of £50 per subject in addition to the late entry fee levied by the exam board. Very late entries beyond 27th September (for IGCSE) or 18th October (for GCSE) for the November series and 31st March for the Summer series will incur a fee of £100 per subject in addition to the very late entry fee levied by the exam board.
4. The college reserves the right to refuse entry to public examinations or to release results if any tuition fees have not been paid in full. Exam places will not be held beyond the start of our Spring term if all instalment payments have not been received.
5. A candidate may be asked to leave by the Principal in cases of serious misconduct. Under these circumstances fees for the whole of that term remain payable.
6. The college does not accept responsibility for candidates' personal possessions.
7. Exam fee refunds will all be subject to our administration fee of £35, apart from this the amount will depend on the date of withdrawal: we will give a full refund if withdrawal is before our exam entry deadline (see [Exams page](#)). After that deadline, for summer exams only, we will give a 75% refund until 21st February; from then until 21st March we will give a 50% refund; after that no refund will be given. For Cambridge International exams we can give no refund after the entry deadline.
8. Requests for remarking, appeals and requests for the return of scripts will each be subject to an admin fee of £35, in addition to any charges made by the exam board.