



**Examination Policy**

**Approval Date: 20/06/2021**

**Approved By: Brad James**

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At Mr James Maths Tuition, we want the best for all of our students, and we know that as tutors, our students work towards the aim of achieving their GCSE in Mathematics. Although we are not an examination centre, nor are we approved by any examination boards, we work with external centres which are.

This allows us to enter external students to sit their GCSE Examinations. The tutor can enter the student in for the examination on behalf of the student, however, the student would need to pay the fees which are outlined by the centre, in addition to this, the student would also need to pay a one off administration fee of £50.00GBP to Mr James Maths Tuition. The fees will vary from centre to centre, and from year to year, and this is determined on several factors which are not in our control.

At Mr James Maths Tuition, we are also able to enter external students for the Level 1, and Level 2 Functional Skills Examinations, in which, the same criteria above will apply.

### **Functional Skills:**

Functional Skills are the fundamental ENGLISH, MATHS and ICT skills that people need for their working and personal lives. People can study for the qualifications in practical ways and apply core skills to real-life situations. Successive governments have championed these flexible courses to equip people with the essential skills they need to succeed.

English and maths are essential subjects that are included in most training and education programmes. They are a required component of Diplomas, Foundation Learning Programmes and Apprenticeships. Functional Skills can be studied as stand-alone qualifications or as a stepping stone to GCSEs.

### **GCSE's:**

The General Certificate of Secondary Education (**GCSE**) is an academic qualification, generally taken in a number of subjects by pupils in secondary education in England, Wales and Northern Ireland.

Studying **GCSEs** provides you with an essential foundation in a range of subjects. It allows you to focus on topics of interest and gives you the chance to explore them deeper in your A Levels. They act as an educational gateway, unlocking access to higher education and further fields of study

As tutors, we work towards achieving the very best grade for all of our students, however, we do understand that sometimes, this can not happen. At Mr James Maths Tuition, we would never promise that a student is going to pass the examination, as this depends on a wide range of factors which are not under our control, and as a result of this, no refunds will be given to any student who does not pass the examination, nor would any refunds be given to any student who books in for any of the examinations, but does not attend.

It is the responsibility of the student taking the examination to be at the examination centre in plenty of time before the examination commences, this is usually 30 minutes before the examination is due to start. There will be several forms of Identification which will need to be shown to the members of staff at the centre. A list of these documents will be given to the student prior to the date of the examination.

Once the student receives their examination results, if they are not happy with these results, they would need to follow the examination centres appeals policy, the process will vary from centre to centre, however, a copy of the appeals policy can be given to the student, as and when necessary.

Mr James Maths Tuition will have no contribution to any appeals which are made, as this would be between the centre, and the student/parent. It is likely that there will be a fee which would need to be paid in order to appeal the results which have been awarded.

If the student is happy to be re entered for the examination for the next examination series, then the same process would apply, including the fees which are charged, however, these fees may be different to the amounts which were paid in previous instances.

Due to the range of centres which are used, it could mean that a student may need to travel further than expected to sit the examination, and students would need to bare this in mind, before proceeding to book their examination. The student will be provided with the information of the centre before the application for the examinations has been sent off.

The student will have the option to choose which Examination board they sit their GCSE Examinations through, the options which are available are: AQA, EDEXCEL and OCR.

It may be possible, on request to book students in for GCSE and Functional skills in other subject areas, however, out tutors only specialise in Mathematics, and therefore, would not be able to offer any tutoring or support for subject content, or revision on other subject areas. The terms and conditions above would apply for any student being entered for GCSE or Functional skills in any other subject area.

There are only two points during each academic year that the GCSE examinaitons will take place, May/June and November. If a student does not receive the required grade in the May/June series, they will have the oppportunity to resit in the November series, however, there will be additional fees and charges to be re-entered for the examination.

It is important that the student has the correct equipment for the examintion. The standard equipment needed would be Black Pen, Pencil, Ruler, Geometry Set, Scientific Calculator – Casio FX-83GTX. Items such as tracing paper can be issued by the exam centre, the student would however, need to ask for these.

Once the examinations have been sat, and marked, the certificates will be sent to the students registered address, it is therefore improtant to ensure that all information given upon booking the examinations are accurate and true. Failure to do so may result in additional charges to send out replacement certificates, these charges will be set by the awarding body.

Mr James Maths Tuition will take no responsibility for any issues regarding examinations in any form, and all questions, appeals and complaints must be directed at the examination centre as to where the student has sat the examination. This information can be obtained by emailing: [exams@mrjamesmathstuition.co.uk](mailto:exams@mrjamesmathstuition.co.uk)

For any further informaiton, please contact either your tutor, or by emailing: [exams@mrjamesmathstuition.co.uk](mailto:exams@mrjamesmathstuition.co.uk)

By signing this document, I agree to the terms and conditions above.

Signed:.....

Date:.....