



SWANSEA
COLLEGE

Building foundations for your future

SWANSEA COLLEGE

Exams Guide

✦ ✦ **Your Path. Your Pace. Your Exams.**

Whether you are a home-educated student, an adult learner, or just need a flexible option—we are here to help make your exam journey smooth, supported, and successful.

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About Swansea College

Swansea College is a dynamic and forward-thinking small family run, independent institution situated in the heart of Swansea. We are committed to delivering a high-quality, transformative educational experience that fosters ambition, academic excellence, and personal growth.

Our college offers a broad range of online courses tailored to meet the diverse needs of learners. Whether you are preparing for your GCSEs, A Levels, or seeking to enhance your English language proficiency, our resolute and experienced teaching staff are here to support and guide you throughout your academic journey.

We are proud to be a registered examination centre for a range of leading awarding bodies, including:

- WJEC
- Pearson Edexcel
- AQA
- CCEA
- Cambridge International
- OCR (STEP Examinations)
- Trinity College London

Examination Services for Private Candidates

As

an approved examination centre, Swansea College is pleased to accommodate private (external) candidates for a wide range of academic qualifications, including GCSEs, International GCSEs (iGCSEs), and A Levels.

Summer Examination Series

We offer the full suite of examinations during the summer session, including:

- GCSEs
- International GCSEs (iGCSEs)
- A Levels
- Cambridge International A Levels

Autumn Examination Series

A more limited selection of subjects is available during the autumn series. Pearson offers twenty-three iGCSE subjects (subject to annual review—please consult the Pearson website for confirmation). Additionally, GCSE English Language and Mathematics are available

through WJEC, AQA, and Pearson. Cambridge International examinations are also offered in the autumn session.

Science Practical Endorsements

Private candidates can sit AQA A Level and GCSE science examinations, including the required practical endorsements where applicable.

Modern Foreign Languages (MFL)

We facilitate Modern Foreign Language examinations, including the Oracy (speaking) components.

Non-Exam Assessments (NEAs)

We are also able to accommodate subjects with coursework or NEA components, such as History and the Welsh Baccalaureate. **Early registration is strongly advised** to allow sufficient time for planning and support.

Communication Policy

All students are expected to communicate with the college in a respectful, kind, and courteous manner at all times. We have a zero-tolerance policy for any form of abusive, aggressive, or inappropriate communication—whether verbal, written, or online. Any breach of this policy may result in the immediate removal of your exam entry without refund.

To ensure efficient communication, please direct your enquiries to only one official college email address. Sending duplicate messages to multiple college email accounts can lead to confusion and delays in our response time. By following this protocol, we can provide clear, timely, and professional support to all students.

We kindly ask that communication with the college regarding a candidate is limited to **one designated parent, guardian, or responsible adult**. Receiving multiple emails from different family members or relatives about the same candidate can lead to confusion, delays, and inconsistent information being provided or received. To ensure clear, accurate, and efficient communication, we request that all queries and correspondence come through a single point of contact. This helps us to support each candidate more effectively and maintain a smooth and professional communication process.

We are only able to discuss a candidate's work or progress with external tutors if they have been named on the original application form or if we have received written confirmation from the candidate or the named parent/guardian listed on the application. This policy is in place to protect the privacy and confidentiality of the candidate's academic information, and to ensure that all communication is authorised and in line with data protection guidelines.

Important advice for private candidates

We have prepared a comprehensive Guidance Document for Private Candidates. Please make sure to read it carefully before registering, as it contains important information about the exam process, key deadlines, subject requirements, and our terms and conditions.

Exam Notice Board

Once you have completed your registration, you will gain access to our Exam Notice Board, where all important updates, deadlines, and information will be posted. From this point forward, all communication will be streamlined to ensure you receive clear, timely, and relevant exam-related guidance.

Exam Newsletter

You must follow all the rules and guidance outlined in the official Exam Newsletter. This document contains essential information about exam conduct, regulations, timings, materials allowed, and centre-specific instructions. Failure to comply with the rules set out in the Exam Newsletter may result in disqualification or penalties as determined by the awarding body. It is your responsibility to read and understand its contents before sitting any examination. You will find this document on the Exams Notice Board, once registration is complete.

Exam Fees, Key Dates, and Entry Deadlines

All examination entries are subject to a **non-refundable exam fee**, which varies depending on the subject, level, and awarding body.

A full schedule of fees is available on the website. It is essential that candidates adhere to the published **entry deadlines** to avoid late entry fees.

The **standard entry deadline** for the Summer exam series is typically in **February**, while the Autumn series deadline falls around **mid-September**. Entries submitted after these dates will incur additional **late or very late fees**, as set by the awarding bodies.

We strongly advise candidates to register as early as possible to secure their place, avoid additional charges, and allow sufficient time for any required access arrangements or special considerations.

Please be aware that exam dates are fixed and set by the awarding bodies, and it is not possible to reschedule, defer, or alter these dates under any circumstances. Candidates must ensure they are available on all scheduled exam days.

Speaking Assessments

Speaking assessments are a compulsory component of various language qualifications, including GCSE English Language, GCSE Welsh, and a range of Modern Foreign Languages

(MFL). These assessments are conducted under controlled conditions and contribute either to the final grade or as a separate endorsement, depending on the exam board and subject.

Speaking assessments for most qualifications typically take place in **April**, however, **WJEC GCSE English Language and Welsh speaking assessments are usually scheduled in Feb/March**. Candidates will be informed of their assessment date and time in advance. It is crucial that candidates attend their scheduled slot, as speaking assessments **cannot be rearranged** due to the nature of exam board regulations and examiner availability.

For MFL exams, the speaking component includes tasks such as role-play, picture-based discussions, and general conversation, and is conducted either by a trained teacher-examiner or an external assessor. Preparation and practice in advance are strongly advised.

Please note that **late entry for subjects with speaking components is not always possible**, and early registration is recommended to secure a place and allow time for scheduling and preparation. If you have any concerns or special requirements related to your speaking assessment, please contact the Exams Office as early as possible.

NEA Meetings with exam admin team and subject tutor

All NEA (Non-Examination Assessment) meetings and scheduled online sessions must involve direct interaction between the student and the assigned tutor or designated administrative staff only. Parents or guardians may be present in the room for safeguarding purposes but are strictly limited to observing and must not participate in the discussion or influence the session in any way.

These meetings are part of the centre's mandatory verification process to confirm the authenticity of the student's work.

Candidates must:

- Have their camera turned on for the duration of the meeting.
- Log in using a computer or laptop (mobile devices are not permitted).
- Be in a quiet, distraction-free environment suitable for academic discussion.
- Be fully prepared to discuss their submitted work in detail.
- Share their screen with their work clearly visible and accessible during the session.

Full compliance is required to meet examination board regulations and uphold the integrity of the assessment process.

Important: If a student fails to attend the scheduled meetings, or if there is evidence that the work has been produced using AI tools, the centre will be unable to verify the authenticity of the work, and as a result, the NEA will not be accepted for assessment.

Access Arrangements

We are committed to ensuring that all candidates have equitable access to examinations in accordance with the regulations set by the **Joint Council for Qualifications (JCQ)**. **Access arrangements** are pre-approved adjustments that allow candidates with specific learning difficulties, disabilities, medical or mental health conditions to demonstrate their skills and knowledge in assessments without being unfairly disadvantaged.

Access arrangements may include:

- **25% extra time** (or more in exceptional cases), for candidates with significant processing or writing difficulties, as evidenced by a specialist assessor's report
- **Supervised rest breaks**, often granted for candidates with physical or mental health conditions, anxiety, or attention difficulties
- **A reader or computer reader** for candidates with reading impairments
- **A scribe or word processor** for those with severe handwriting or physical difficulties
- **Modified papers** (e.g., large print, Braille, coloured overlays) for candidates with visual impairments
- **Prompters, oral language modifiers, and practical assistants** where applicable
- **Separate rooming** for candidates requiring a low-stimulation environment or those with medical/anxiety-related needs

All access arrangements must be applied for in accordance with the JCQ deadlines and must reflect the candidate's **normal way of working** within their current educational setting. This means the arrangements should already be in place during classwork, mock exams, and assessments.

To apply, candidates must provide the appropriate documentation, which may include:

- A JCQ Form 8 report completed by a qualified specialist assessor
- Medical or psychological reports from a relevant consultant or GP
- A history of need and evidence of provision from school/college staff

It is essential that applications for access arrangements are made **on application**, to allow for processing, assessment, and approval. Please note that late requests may not be accommodated unless they are due to a sudden onset of a condition or injury.

If you believe you may be eligible for access arrangements, you **must indicate this at the time of application** and upload relevant supporting evidence. Please note that **submitting evidence does not guarantee approval**—all documentation will be reviewed in accordance with JCQ regulations, and arrangements will only be granted where the criteria are fully met. If further clarification or documentation is required, **you will be contacted by email**. It is

your responsibility to respond promptly to ensure your request is processed within the required timeframe.

Special Consideration

Special consideration is a post-examination adjustment that may be applied for candidates who were affected by illness, injury, bereavement, or other unforeseen circumstances at the time of an exam. This process is governed by JCQ regulations and is intended to ensure fairness while maintaining the integrity of the assessment.

To be eligible, the candidate must have been fully prepared and present for the exam but disadvantaged due to temporary circumstances. [Applications for special consideration](#) must be submitted **within seven days of the affected examination**, along with appropriate supporting evidence (e.g., a medical certificate or a letter from a healthcare professional).

Email the Exams Office immediately if you believe you may be eligible. Late or incomplete applications may not be accepted.

Timetable Clashes

A **timetable clash** occurs when two or more of your exams are scheduled at the same time. Swansea College will follow **JCQ guidelines** to resolve such clashes, which may involve rescheduling one of the exams to a different session on the same day and placing you under supervised conditions between papers. If your exams clash, we will manage the times within the centre and there will be lunch time supervision.

However, if you have a timetable clash involving **two different exam centres**, you must take the following steps:

- Complete the [transfer of paper application form](#)
- Please note that **a transfer fee will apply** as set by the exam board to cover administration, there may be a hosting fee at the centre you wish to transfer to.

All candidates are responsible for checking their timetables carefully and notifying the Exams Office of any potential clashes as early as possible. Delays in reporting may limit available options for resolving the conflict. A revised timetable will be issued once arrangements are confirmed.

Contingency Day

The **contingency day** is a date set by the **JCQ** and all awarding bodies in the event that an exam needs to be rescheduled nationally due to unforeseen circumstances, such as a local or national disruption. All candidates must be available on this date, even if they do not have an exam currently scheduled, as one or more of their assessments may be moved to the contingency day. Failure to be available on this date may result in a candidate missing an

exam and being unable to receive a result. It is essential that students and parents plan accordingly and do not book holidays or other commitments until after this date.

Off-Site Examinations

In exceptional circumstances, Swansea College may permit a candidate to sit an examination **off-site**, such as at home or in a hospital setting. This is typically reserved for candidates who are medically unfit to attend the exam centre or who face serious personal circumstances that prevent them from being present on site. Off-site exams must be conducted under strict JCQ guidelines, with an approved invigilator present at all times.

Requests for off-site examinations must be made by 15th January for Summer exams, with full supporting evidence provided (e.g., medical documentation) and arrangements agreed with the Exams Office.

Please note that additional fees may apply to cover invigilation and travel costs. Approval is not guaranteed and is subject to compliance with JCQ regulations and centre capacity.

Alternative Sites and Changes to Exam Venues

While Swansea College conducts most examinations on-site, there may be occasions where exams are held at an alternative approved venue due to capacity, logistical, or operational requirements. In such cases, candidates will be notified in advance and are expected to attend the exam at the designated location without exception. The College also reserves the right to make last-minute changes to exam venues if unforeseen circumstances arise (e.g., building issues, emergencies, or access restrictions). Candidates must remain flexible and adhere to any changes communicated, even at short notice. Failure to attend an exam at an alternative site or to comply with revised arrangements may result in a missed paper, which cannot be rescheduled or refunded. It is the candidate's responsibility to check emails and our Exam Notice Board regularly for updates.

Mock Assessment Service – predicted grades

We offer a comprehensive **Mock Assessment Service** for private candidates preparing for their **GCSE and A Level examinations**. Designed to replicate real exam conditions, this service provides students with the opportunity to gain experience, build confidence, and identify strengths and areas for improvement ahead of the official exam series. Each mock paper is a secure paper, carefully tailored to match the specification and format of the student's chosen subject and awarding body. [Candidates can apply here.](#)

Site Visits for Students and Families

At Swansea College, we understand that sitting exams in a new environment can be a source of anxiety for many candidates. To help ease nerves and build confidence, we warmly welcome students to **book a site visit** ahead of their exams. You are encouraged to attend with a **parent or guardian**, giving you the opportunity to familiarise yourself with the exam

venue, meet key staff, and ask any questions you may have. These visits are a great way to reduce exam-day stress and ensure you feel comfortable and supported in your surroundings. Visits must be arranged in advance by contacting the Exams Office.

Carrying Forward Marks and Components (WJEC):

In accordance with WJEC regulations, candidates who have previously completed a unit or component of a qualification may be eligible to carry forward their mark into a future exam series. This is typically applicable to non-exam assessment (NEA) components or units in modular qualifications. To carry forward a mark, candidates must have previously been entered for the relevant unit with WJEC and achieved a valid outcome. The request to carry forward must be made at the time of entry for the new exam series, and candidates must provide their previous UCI (Unique Candidate Identifier) to ensure accurate linkage of records. Please note that carry forward is not automatic; it must be clearly indicated on the entry form and is subject to the rules and deadlines set by WJEC.

If you are looking to **resit both the written components and the NEA**, you must complete a **new NEA in full**. WJEC regulations do not permit the resubmission of a previously submitted and marked NEA, nor can the original NEA be updated or edited for resubmission. A fresh task must be undertaken, and all associated rules regarding authentication and supervision must be followed.

Submitting Evidence for Carrying Forward Units:

When requesting to carry forward marks from previously completed units or components, it is essential that the supporting evidence submitted clearly shows the grade achieved, the component title, and the corresponding component code as issued by WJEC.

This information must be accurate and match the original certification or results documentation. Evidence may include a statement of results, candidate record sheet, or official breakdown from the awarding body.

Failure to provide the correct evidence—for example, submitting a summary without detailed component information or uploading an incorrect document—will result in a delay to your application. It is the candidate's responsibility to ensure that all supporting materials are clear, correct, and submitted in full at the time of application. If you are unsure about what evidence is required, please contact the Exams Office prior to submitting your form.

Results Day

Exam results will be emailed to candidates at 8:00 AM on Results Day using the email address provided on the application form, provided that we have received the results from the awarding body.

We aim to distribute results as promptly as possible. Please avoid making telephone enquiries, except in exceptional circumstances, as we are unable to discuss individual results over the phone.

Requests for copies of exam scripts must be submitted in writing. This can be done by email or by providing a signed and dated letter from the candidate.

Post-Results Services

A range of post-results services is available, which may include:

- A clerical re-check
- A review of marking
- A request for a copy of your marked exam script

These services are subject to strict deadlines and fees set by the awarding bodies.

All post-results service requests must be made in writing, either by email or through a signed and dated letter from the candidate.

Certificates

Exam certificates are typically sent to the college within 12 weeks of Results Day. Once received, we will notify all candidates via email.

It is the candidate's responsibility to collect their certificates. Certificates will not be released to a third party unless we have received written authorisation (by email or signed letter) from the candidate. This authorisation must clearly state the name of the person collecting the certificate. The third party must bring valid photo ID that matches the name provided in the authorisation.

If you would like your certificates posted, you must provide:

- A stamped, self-addressed A4 envelope (must be a card-backed envelope)
- Minimum postage of Signed For or Special Delivery is required

Please note: Swansea College is not liable for any certificates lost in the post. Proof of posting can be provided upon request.

We retain certificates for up to 12 months from the date of receipt. After this period, uncollected certificates will be securely destroyed. If your certificate is destroyed, you will need to contact the relevant awarding body to obtain a replacement.

Examination Terms and Conditions & Refund Policy

1. General Terms

- By registering for examinations at Swansea College, you agree to comply with all college policies, examination board regulations, and the Joint Council for Qualifications (JCQ) or other relevant awarding body rules.
- It is the responsibility of the candidate to ensure that all information provided during the application process is accurate and complete.
- Swansea College reserves the right to decline or cancel any application where false information is provided or where payment is not received in full.

2. Candidate Responsibilities

- Candidates must ensure they have selected the correct exam board, qualification, and subject code when registering. Swansea College is not liable for errors in entries made by the candidate.
- Candidates must check all communications (including timetables and venue details) and notify the Exams Office immediately of any discrepancies.
- It is the candidate's responsibility to be available for all exams on the dates and times published. Exam dates are set by awarding bodies and cannot be altered or rescheduled.

Refund & Cancellation Policy

Swansea College provides exam entry and related services in accordance with UK consumer protection legislation, including the Consumer Rights Act 2015 and guidance issued by the Competition and Markets Authority (CMA). As we operate within the services sector, our refund policy reflects the nature of educational and assessment services, particularly where costs are incurred immediately upon application.

1. General Refund Conditions

- All examination fees are non-refundable once an entry has been processed, except in cases where:
 - The college cancels the exam due to unforeseen circumstances

2. Withdrawal Before Entry Deadline

- Candidates have the right to request a cancellation and refund **prior to the processing of their exam entry**. If a cancellation is made in writing at least 20

working days **before the official internal entry deadline** of the awarding body and before any services have been rendered (such as exam entry submission, administration, or booking), a partial refund may be issued minus the administration fee.

3. Withdrawal After Entry Deadline

- Swansea College provides exam entry and related services in accordance with UK consumer protection legislation, including the **Consumer Rights Act 2015** and guidance issued by the **Competition and Markets Authority (CMA)**. As we operate within the **services sector**, our refund policy reflects the nature of educational and assessment services, particularly where costs are incurred immediately upon application. No refund will be issued for cancellations received **after the entry Internal deadline**, regardless of the reason (including illness, personal circumstances, or change of plans), as fees will have already been paid to the awarding body.

4. Transfer of Entries

- Entries cannot be transferred to another series or candidate. Each entry is specific to the individual and exam series selected.

5. Access Arrangements and Refunds

- Any fees paid for access arrangements are strictly non-refundable, regardless of whether the request is approved or whether the candidate proceeds with their exam entry. This includes fees for specialist assessor reviews, documentation processing, or administrative costs incurred by the College in supporting the application.
- It is the candidate's responsibility to ensure that access arrangement requests are submitted early and in full compliance with JCQ or awarding body regulations. We strongly advise candidates to contact the Exams Office in advance if they are uncertain about the eligibility of their documentation.

6. Non-attendance

- Failure to attend an exam for any reason does not entitle the candidate to a refund. This includes cases of illness, unless the candidate is eligible for **special consideration** under the JCQ or awarding body's regulations. Even in such cases, the entry fee is not refundable, as costs have been incurred.

7. Speaking Assessments and NEA Rescheduling Fees

- Speaking assessments and Non-Exam Assessment (NEA) appointments require careful scheduling and examiner availability. If you are unable to attend your allocated speaking or NEA session and need to reschedule, the following fees will apply:

- Speaking Assessment Reschedule Fee: £65
- NEA Meeting Reschedule Fee: £35
- These fees cover the administrative time and staffing required to rearrange the session. Please note that rescheduling is subject to availability and may not always be possible, particularly close to assessment deadlines.
- Reschedule request must be made at least 2 weeks prior to your scheduled time.
- Failure to attend a rescheduled appointment without notice may result in the assessment being forfeited, and no refund will be issued.

General Conditions

1. Accuracy of Information:

The candidate is responsible for providing Swansea College with accurate and complete information as required by the awarding body. It is also the candidate's responsibility to notify the College immediately of any changes to the information provided.

2. Compliance with Regulations:

The candidate must comply with all regulations and examination rules set by the awarding body and/or the **Joint Council for Qualifications (JCQ)**. Full details of these regulations can be found on the JCQ website: www.jcq.org.uk.

3. Familiarity with Specification:

It is the candidate's responsibility to read and fully understand the specification and assessment requirements for each subject or qualification they are entered for, as published by the awarding body.

4. Proof of Identity:

Candidates must provide valid photographic identification, approved by the UK government, such as a **passport** or **driver's licence**, prior to sitting any examination.

5. Right to Refuse Entry:

Swansea College reserves the right to decline any application or payment from a candidate at its sole discretion, without obligation to provide a reason.

6. Conduct on Premises:

Candidates must behave in a respectful and appropriate manner while on college premises, in line with the College's behaviour policy. Swansea College reserves the right to deny entry or access to any candidate who fails to meet expected standards of conduct.

Personal Data and Consent

1. By registering for examinations or assessments, the candidate consents to Swansea College processing their personal data, as defined under the **Data Protection Act 1998** (and subsequent legislation, including the UK GDPR), for the purpose of delivering examination services. This includes, but is not limited to, the use of personal information provided in the application form for purposes reasonably required to facilitate registration, communication, assessment, and certification.
2. The candidate also acknowledges that their personal data will be shared with the relevant awarding bodies and organisations as part of the exam entry process, in compliance with those organisations' own data protection policies and regulatory obligations.
3. Where a candidate has applied for an educational course in which examination results are used as part of the admissions process, the awarding organisation may provide the candidate's personal data and results to third-party institutions, including **UCAS** and higher education providers.

Misbehaviour and Isolation Policy

All candidates are expected to conduct themselves in a respectful, calm, and compliant manner throughout the examination process, both within the exam room and while on college premises. Any form of disruptive behaviour, verbal abuse, refusal to follow invigilator instructions, or suspected malpractice will be treated seriously and will be reported to the awarding body in accordance with JCQ regulations.

In cases of misbehaviour, candidates may be isolated from others and removed from the examination room to ensure the integrity of the exam and the safety of others.

The College reserves the right to place a candidate in a separate room under supervision or to withdraw their entry entirely if behaviour is deemed inappropriate.

Serious breaches may result in disqualification, loss of entry fees, and further disciplinary action, as outlined in the JCQ Instructions for Conducting Examinations.

Force Majeure

Swansea College shall not be held liable for any failure or delay in the performance of its obligations under this agreement where such failure or delay is caused by events beyond its reasonable control. This includes, but is not limited to: acts of God, adverse weather conditions, war, civil unrest, industrial disputes, protests, fire, flood, natural disaster, epidemic or pandemic (including virus outbreaks), acts of terrorism, national emergencies, or enforced closures. In such cases, the College will take reasonable steps to minimise disruption, but candidates acknowledge that full service delivery may not always be possible under such circumstances.

Amendments and Changes to Regulations

Swansea College reserves the right to amend its policies, procedures, and regulations at any time. Any such changes will be communicated via the College's official website and will take immediate effect upon publication. Candidates are responsible for regularly reviewing the External Exams Candidate Guide to remain informed of any updates or changes that may affect their examination arrangements.

Appendix

Application Forms

[Transfer of paper](#)

[Special consideration](#)

[Mock assessment](#)

