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EXAMINATIONS AND PRIVATE CANDIDATES POLICY

How International GCSE entries work for an online school

ACADEMIC YEAR 2026 – 2027

Policy name	Examinations and Private Candidates Policy 2026–2027
Applies to	All pupils, parents, staff, trustees and volunteers of Tarbiyyah Global Academy
Policy owner	Examinations Officer
Approved by	Ustadh Abu Zayn Haneef Sandhar, Headteacher
Agreed with	The Chair of Trustees, Tarbiyyah Education Trust
Date of issue	1 September 2026 (version 1.3)
Next review due by	31 August 2027
Basis	New policy for online provision
Read alongside	Assessment Policy; Academic Integrity and Secure Assessment Policy; Fees Policy; SEND and Inclusion Policy; Careers Education and Guidance Policy
Availability	Published on the Academy website and Parent Portal. Available in large print or another accessible format on request.

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1. Purpose

The Academy is not an examination centre. Pupils sit their International GCSE examinations as private candidates. Each family registers their child as a private candidate at an approved Pearson Edexcel centre near them, in the UK or abroad, and pays that centre's entry fees directly. Examination fees are not included in tuition.

The Academy helps families with this free of charge. It gives them:

- a list of centres that accept private candidates;
- the entry deadlines and the examination timetable;

- the entry code for each subject;
- what to ask a centre before registering;
- the evidence a centre needs for access arrangements.

The Examinations Officer answers families' questions about entries. The Academy does not book or pay for entries.

This policy explains how the Academy prepares pupils, helps families to secure entries, and supports access arrangements.

2. Responsibilities

Who	Responsibilities
Academy	Teaches the specification; advises on subject and tier choices; provides predicted grades and mock examinations; gives parents, free of charge, a list of centres that accept private candidates, the entry deadlines and timetable, the entry code for each subject, what to ask a centre, and the evidence a centre needs for access arrangements; the Examinations Officer answers parents' questions; confirms candidate details to centres on request. The Academy does not book or pay for entries
Parents	Choose an approved Pearson Edexcel centre near them that accepts private candidates; register the pupil there as a private candidate and pay the centre's entry fees directly, by its deadlines; ensure the pupil attends with identification; keep the Academy informed of entries and timetables
Examination centre	Accepts the private candidate entry, conducts the examination under JCQ regulations, and issues results and certificates
Pupils	Prepare fully, follow the centre's rules, and act with integrity

3. Choosing Qualifications

Pupils are entered for International GCSE examinations, which are assessed by examination and widely available to private candidates in the UK and abroad. Where a course is taught to a GCSE specification, pupils sit the matching International GCSE. If a subject has any non-examined assessment, the Academy will confirm in advance how it can be completed and authenticated.

4. Timeline (typical)

When	What happens
Autumn of Year 10	Academy shares subject, tier and board information, the entry code for each subject and a list of centres that accept private candidates
Autumn of Year 11	Mock examinations; Academy issues guidance on entries and tiers
By the centre's deadline (often autumn–January)	Parents register their child as a private candidate and pay the centre for the summer series
January–March	Access arrangement applications completed with the centre
May–June	Examinations sat at the centre
August	Results issued by the centre; Academy supports post-16 next steps

Late-entry fees charged by awarding bodies or centres are the responsibility of the family.

Founding cohort: pupils who join Year 11 in January 2027 follow a compressed version of this timeline, agreed with each family at admission.

5. Costs

Examination and centre fees are not included in Academy tuition fees and are paid by families directly to the centre, as set out in the Fees Policy. Centre charges vary and are set by the centre. The Academy's help with finding a centre and preparing an entry is free.

6. Access Arrangements

Pupils with SEND, medical conditions or temporary injuries may be eligible for access arrangements (for example extra time, a reader or a scribe). The Academy provides evidence of normal way of working and professional reports to support the centre's application under JCQ rules. Families should raise needs as early as possible, ideally by the start of Year 11.

7. Mock Examinations

Mock examinations are held in Year 11 (and at the end of Year 10) under secure conditions, with live invigilation and cameras on, or with paper-based submission under timed, camera-on conditions. Results inform predicted grades and entry decisions.

8. Examinations in Other Countries

Families living outside the UK can usually sit International GCSEs at British Council or other approved international centres, which is one reason the Academy teaches International GCSE courses. Families in the UK and abroad get the same help to find a centre, and the Academy will advise on centres when subjects are chosen.

9. Subjects and Entry

In Years 10 and 11 pupils follow International GCSE courses in English Language, English Literature, Mathematics, Science (Double Award, or separate Biology, Chemistry and Physics) and Islamic Studies, with options from Arabic, Business, Computer Science and Geography. English Language, Mathematics, Computer Science, Geography and Arabic are taught from the UK GCSE specifications, and teachers add the content and exam practice each International GCSE requires. History is taught from Year 1 to Year 9 and is not offered at Key Stage 4.

International GCSEs are not regulated by Ofqual; the awarding body describes them as generally equivalent to GCSEs, and sixth forms and universities set their own entry requirements. Computer Science includes a 3-hour practical examination on a computer, held in June, so families must choose a centre that can run it. English Language and Arabic have no compulsory speaking test. Geography fieldwork is examined in the written papers, and pupils complete one physical and one human fieldwork enquiry during the course. Entry for Arabic is confirmed for each pupil by the end of Year 10.

10. Monitoring and Review

This policy is reviewed annually by the Examinations Officer and Headteacher.

Approved by: Ustadh Abu Zayn Haneef Sandhar, Headteacher · Next review due: 31 August 2027 · Tarbiyyah Global Academy · A specialist education, rooted in faith