

# EXAMINATION TERMS AND CONDITIONS

- 1)** The registration form should be filled in accurately and clearly with all the required information. Missing information could lead to a delay in registration or even non-acceptance of your request to register for exams.
- 2)** Payment may be made by cash, cheque, debit/credit card. Postal orders are not accepted. Payment must be made at the time of submitting a registration form and all funds cleared before you are registered.
- 3)** If there is a delay in exam registration due to an incomplete form or incorrect details provided then you may be required to pay more. We will not be held responsible for any additional fees incurred as a result of a delayed, late or incomplete entry.
- 4)** Access arrangements – It's important to let us know if access arrangements (extra time, supervised rest breaks) are required at the time of registration and to provide valid supporting documentation. Supporting documentation must be that which is approved by JCQ (Joint Council for Qualifications). Access arrangements for a medical condition after registration must also be backed up with supporting medical evidence (a doctor's letter describing the circumstances and how the exam will be affected). An application for access arrangements is not guaranteed to be accepted. We are subject to exam guidelines and must apply for each application to be considered on its own merit.  
  
The decision whether to accept an application is final and not negotiable.
- 5)** Timetable clashes – If a timetable clash occurs for exams taking place at the Marine Society it will be resolved and indicated clearly on your candidate statement of entry. If a timetable clash occurs for exams taking place at another centre then it is the candidate's responsibility to inform us at the time of entry.
- 6)** Coursework – we do not accept entries for supervised coursework, language oral tests, language listening tests or practical subjects. However candidates who wish to carry forward marks for a previous session and supply a valid candidate statement of results at the time of entry will be accepted.
- 7)** Exam entry fees cover the following:
  - a) Exam Registration
  - b) Late Registration Fees (where applicable)
  - c) Administration
  - d) Invigilation
  - e) Provision of pre-release materials (where necessary)
  - f) Despatch of papers to the correct address
  - g) Provision of results
  - h) Information, advice and guidance throughout
- 8)** What is not covered:
  - a) Enquiries about results
  - b) Additional fees levied by the awarding body
- 9)** Past papers and mark schemes – We will on request provide the relevant website address for this information
- 10)** Textbooks and Revision Aids – Our online bookshop provides a number of text books and revision aids. Visit [www.marinesocietyshop.org](http://www.marinesocietyshop.org) to order your books. If the book you require is not available, please request it and we can offer a fast, friendly and reliable delivery service.
- 11)** By signing the registration form you are accepting the above terms and conditions.