

THE EXAMINATION ENTRY POLICY

At Sally Durant Education and Training we are committed to ensuring your qualification is successfully achieved within the time frame agreed in your learning agreement and to this end we will need to you to commit to the examination entry policy.

Twelve weeks before the examination scheduled in your learning agreement you will need to verify your examination intentions to your tutor and confirm whether you do or you do not want to be registered for the examinations scheduled.

This decision will in the main be determined by your readiness for completion. You will need to verify that you will be ready to submit final pieces of portfolio course work to your tutor for marking **four weeks prior** to the scheduled examination date, in line with the course completion schedule. If this is not possible then you will need to re-schedule the proposed examination date.

Note- you will need to have been working in line with your course completion schedule. it will not be possible to submit large volumes of course work for marking four weeks prior to the exam date.

A minimum of ten weeks before the scheduled examination date you will need to pay the required examination fee to Sally Durant Education and Training who will then ensure that this fee is passed to the awarding body. This payment will give rise to your examination registration.

Note- You must understand this this fee is non-refundable. If you subsequently change your mind or find you cannot submit your portfolio course work in time and the exam entry has to be re-scheduled, then you will lose this money and will need to pay again for the subsequent examination registration.

Four weeks before the scheduled examination date you will be required to submit any final pieces of portfolio course work for marking. If this time frame is not adhered to you will unfortunately be withdrawn for the chosen examination schedule. We feel confident that with the ongoing tutor support that this is unlikely to occur but we do have to make clear the implications of this occurring.

Student Declaration

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Examination Entry Policy and agree to comply with these terms.

Student Name (Print) _____

Student Signature _____ Date _____