

THE HAVEN

Operated by the Autistic Girls Network charity — 1196655 (England and Wales), SC054837 (Scotland)

The Haven Examinations Policy (2025–26)

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1. Purpose

This policy outlines The Haven’s approach to supporting learners through external qualifications, particularly GCSEs. As a trauma-informed, neurodivergent-affirming online provision, our aim is to make the examination process clear, fair, and supportive—reducing stress while enabling every learner to demonstrate what they know.

The policy aligns with our partnership agreement (SLA) with **Tutors & Exams Ltd (T&E)** for 2025–26, ensuring consistent timelines, safeguarding, and communication standards.

2. Principles

We believe that assessments should:

- Reflect each learner’s knowledge and potential — not their ability to cope with stress.
- Be inclusive, accessible, and aligned with each learner’s normal way of working.
- Offer flexible routes to success (exam, NEA, or portfolio-based evidence).
- Prioritise wellbeing, clear communication, and collaboration between families, tutors, and exam partners.

3. Qualifications Offered (2025–26)

The Haven currently supports learners working towards:

- GCSE English Language
- GCSE English Literature
- GCSE Mathematics
- Functional Skills Mathematics
- GCSE Combined Science (via the STEAM strand)

Additional GCSEs may be offered depending on demand and tutor capacity. Expressions of interest are gathered at enrolment and reviewed termly.

Awarding organisations: **AQA and Pearson Edexcel** are currently under review for accessibility and suitability.

4. Entry & Exam Centre Arrangements

The Haven is not an exam centre. Learners are entered as **private candidates** at an approved centre. For 2025–26, we partner with **Tutors & Exams Ltd (T&E)**, a national private-candidate network.

The Haven will:

- Help families identify subjects, boards, and preferred centres.
- Coordinate Access Arrangements (EAAs) evidence with families and specialists.
- Provide internal evidence where relevant (e.g. portfolio summaries).
- Offer clear wellbeing-focused preparation and reminders.

Tutors & Exams will:

- Process entries once full payment is received.
- Manage EAA and NEA processes within internal deadlines.
- Provide timetables, joining instructions, candidate portal access, and results.
- Deliver post-results services in line with awarding bodies.

5. Exam Access Arrangements (EAAs)

Learners may apply for EAAs such as extra time, rest breaks, use of a reader/scribe, modified papers, or home invigilation.

Applications must be supported by appropriate, up-to-date evidence reflecting the learner's normal way of working.

Deadlines for Summer 2026 (T&E internal):

- Home Invigilation: **22 December 2025
> **
- Modified Papers: **5–12 January 2026
> **
- All other arrangements: **26 January 2026
> **

Late or incomplete submissions may be refused. Early planning (Autumn term) is essential.

6. Non-Examined Assessment (NEA) Subjects

Where a subject includes coursework or NEA, an additional **NEA SLA** must be signed.

T&E enforces strict internal submission deadlines ahead of awarding-body cut-offs. For Summer 2026, GCSE NEA work must be received by **29 March – 5 April 2026** (depending on subject).

Incomplete or late submissions cannot be accepted.

7. Fees & Payments

All **exam and service fees** are paid directly to **Tutors & Exams Ltd.**

- Invoices are issued by T&E and are due **within 14 days**.
- Entries are submitted only once full payment is received.
- Fees vary by subject, centre, and Access Arrangement type.
- Home Invigilation, Modified Papers, and NEA services may incur additional costs.
- Refunds or withdrawals are subject to T&E's published policy.

Families are encouraged to budget early; The Haven can provide indicative fee tables upon request.

8. Data, Consent & Safeguarding

- The Haven and T&E comply with **UK GDPR** and the **Data Protection Act 2018**.
- Data is shared only where necessary and with parental/candidate consent.
- T&E will not share a candidate's results with The Haven without written consent.
- Candidates under 18 are directed to T&E's Safeguarding Policy.

9. Results, Appeals & Progression

Results are released via the T&E Candidate Portal.

The Haven will support families to:

- Understand results and grading.
- Navigate appeals or re-mark requests.
- Celebrate effort, growth, and next steps toward further study or employment.

10. Learner Wellbeing & Preparation

Recognising that exams can be overwhelming, particularly for neurodivergent learners, we integrate:

- Emotional regulation and pacing plans.
- Pre-exam check-ins and 1:1 support.
- Celebrations of effort and resilience beyond academic grades.

11. Cancellations & Changes

Families must notify The Haven and T&E immediately of any changes.

Late amendments, withdrawals, or errors may incur fees per T&E's terms.

Accuracy at entry stage prevents unnecessary cost and stress.

12. Review & Development

This policy will be reviewed annually or sooner in response to operational need, regulatory updates, or feedback from learners, parents, and staff.

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Approved: November 2025

Next Review: September 2026

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Appendix: Indicative Fees 2025–26

(For guidance only — subject to Tutors & Exams' annual updates)

The fees below help families plan ahead. All invoices are issued by **Tutors & Exams Ltd (T&E)** and payable within **14 days**. Entries are submitted only once full payment is received.

Exact costs depend on the exam board, subject, and individual arrangements.

Category	Typical Fee (2025–26)	Notes
GCSE subject entry	£180–£220 per subject	Includes standard exam delivery, invigilation, and certification.
International GCSE (Pearson/CAIE)	£190–£250 per subject	Slightly higher due to different marking/processing fees.
Access Arrangement (EAA) application	£80–£120 per learner	Covers administration of evidence and submission to awarding body.
Modified Papers (e.g. large print, coloured)	£40–£80 per paper	Dependent on board and complexity; must be applied for early (Dec/Jan).
Home Invigilation	£195–£295 per paper	Limited availability; for learners who cannot attend a centre.
NEA/Coursework handling	£90–£150 per subject	For subjects requiring NEA submission under a separate NEA SLA.
Late entry (after internal deadline)	+£40–£80 surcharge per entry	Subject to awarding body acceptance; not guaranteed.
Withdrawal/Refund administration	£40 minimum	Refunds follow awarding-body rules; partial only if before submission.
Post-results services	£45–£75 per script	Enquiry about results (EAR) or access to scripts.
Certificate reissue	£50–£70 per certificate	Charged by awarding body via T&E.

Key Fee Principles

- **Transparency:** All costs are published by T&E each academic year and confirmed before entry.
- **Equity:** The Haven does not add any markup or commission to T&E fees.
- **Support:** Financial hardship cases may be signposted to external bursary schemes or flexible payment options offered by T&E.
- **Fairness:** No entries are processed until full payment is received; this ensures safeguarding, accuracy, and compliance.

Typical Timeline for Summer 2026 Fees

Stage	Action	Timing
Autumn 2025	Confirm subjects and preferred centre; begin Access Arrangements process.	Sept–Dec 2025
Winter 2025/26	Pay entry fees to T&E (invoices issued Dec–Jan).	Dec 2025–Jan 2026
Spring 2026	NEA submissions (if applicable).	March–April 2026
Summer 2026	Sit exams; results in August.	May–Aug 2026

Notes

- All payments are made **directly to Tutors & Exams Ltd** via their online system.
- Fees are non-transferable between exam series.
- The Haven provides guidance but is not financially responsible for examination costs or refunds.
- Updated fee schedules will be circulated to enrolled families each October.

This PDF was generated from the published policy at policies.thehavenonline.school on 26 August 2026. The website is the authoritative, most current version of this policy.