

THE HAVEN

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

Examinations Policy

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1. Purpose

This policy explains how The Haven supports learners to take external qualifications. The Haven is a trauma-informed, neurodivergent-affirming online provision. The aim is to make the exam process clear, fair and as calm as possible, so that every learner can show what they know.

2. Principles

Assessment should:

- reflect each learner's knowledge and potential, not their ability to cope with stress;
- be inclusive and accessible, matching each learner's normal way of working;
- be entered when the learner is ready, not because of their year group;
- be planned early, with clear communication between the learner, family, The Haven and the exam centre.

3. Qualifications

In 2026 to 2027, The Haven offers these International GCSE (IGCSE) qualifications at Key Stage 4 (Years 10 and 11):

- English Language
- English Literature
- Mathematics
- Science (Double Award)
- History

- Psychology

Each learner takes the subjects that suit their goals and readiness. Other subjects may be offered depending on demand and educator capacity. Expressions of interest are gathered at enrolment and reviewed termly.

AQA Unit Awards. Learners at Key Stage 3, and learners taking Passion Projects at any key stage, can also work towards AQA Unit Awards. These are certificated units set at each learner's level. They are assessed by The Haven's educators and recorded with AQA, so they are not exams and do not involve an entry with Tutors & Exams. The rest of this policy applies to IGCSEs.

For each entry, The Haven confirms in writing the subject, awarding body, specification code and, where relevant, tier. A wrong specification code or tier may not be correctable after the deadline.

Pearson Edexcel International GCSEs also have a January series, so some learners may be entered in January rather than the summer.

4. Where learners sit exams: Tutors & Exams

The Haven is not an exam centre and does not make entries itself. The Haven has a service level agreement (SLA) with **Tutors & Exams Ltd (TE)**, a national network of exam centres for private candidates. As a TE learning partner, The Haven can give families a partner code, which gives a discount on TE's standard entry fees.

- Learners sit as **private candidates** at any TE centre in the UK.
- **The parent or carer makes the entry directly with TE**, not through The Haven. This means families see and agree TE's terms, fees and refund rules themselves.
- **Learners still on a school roll** (for example where The Haven is alternative provision) usually stay with that school as their exam centre, and the school makes the entry. TE is an option if the school cannot or will not enter them.
- **Commissioners** who want exam fees included in a placement should raise this at referral.

How to apply

1. **The Haven confirms readiness** and gives the family, in writing, the subject, awarding body, specification code and tier.
2. **The parent or carer applies on TE's website.** They choose a centre, select "learning partner" and enter The Haven's partner code, which The Haven provides at enrolment.
3. **Access arrangements are requested on the same application**, with evidence uploaded (see section 5).
4. **TE confirms the entry** and sends a statement of entry, timetable and joining instructions. TE runs the exam day.

What TE needs

- The learner's full legal name (as it should appear on the certificate), date of birth and home address
- Subject, awarding body, specification code and tier
- Photo ID (passport or driving licence), or TE's "no ID" form if none is available
- A head-and-shoulders photo, printed on the learner's desk card on exam day
- Access arrangements evidence, where relevant

- Payment

TE treats an application as complete only when everything, including payment, has been received.

5. Access arrangements

Learners may be entitled to access arrangements such as extra time, rest breaks, a reader or scribe, a separate room or modified papers. These must reflect the learner's normal way of working.

- TE's access arrangements team approves arrangements against awarding body rules. The Haven cannot approve them.
- The Haven's SENCo and educators record each learner's normal way of working from the early weeks of their placement, so that evidence is ready in time.
- Useful evidence includes an EHCP, a diagnostic report or a specialist's letter. The Haven helps families gather it.
- TE contacts the bill payer directly if more evidence is needed.
- **The access arrangements deadline comes before the entry deadline** (see section 7). Late or incomplete applications may be refused.

6. Remote invigilation

For some Pearson Edexcel International GCSE subjects (including English Language A, English Literature and Mathematics A), TE offers remote invigilation, so a learner can sit the exam at home.

- It carries an additional Pearson charge per subject, on top of the entry fee.
- It needs a laptop with a webcam, a printer, a scanner, a second device to show the room, and a systems check six weeks before the exam.
- It is not available for practical or portfolio subjects.

The Haven will talk through with each family whether a centre or remote invigilation suits the learner better.

7. Deadlines: summer 2027 series

What	Deadline
Access arrangements application and all evidence	Sunday 20 December 2026
Standard entry deadline (all UK and international qualifications)	Sunday 7 February 2027
Late fees apply from	Monday 8 February 2027
Entries close: subjects with coursework, practicals or speaking assessments	Sunday 14 March 2027
Entries close: all other subjects	Sunday 4 April 2027

TE's deadlines are earlier than the awarding bodies' own deadlines. To pay the standard fee, a complete application with payment must reach TE by the standard entry deadline. Always check the current dates on TE's website, as they can change.

The Haven's own timeline: subjects, specification codes and tiers are confirmed with families during the autumn term, and access arrangement evidence is gathered by the end of November.

8. Coursework and non-examined assessment

Some subjects include coursework, practicals or speaking assessments. TE sets its own earlier deadlines for these (see section 7), and practical and portfolio subjects are sat in person at a centre. The Haven will agree with the family, before entry, how and when any coursework will be completed and submitted.

9. Fees

- Exam entry fees are paid **directly to TE** by the family, or to TE through the local authority where this has been agreed with the commissioner.
- Exam fees are separate from The Haven's fees. The Haven adds no charge or commission.
- Fees depend on the qualification, centre and any access arrangements or remote invigilation. TE publishes its current fees on its website; The Haven's partner code gives a discount on standard entry fees.
- Late entries, changes and withdrawals may cost extra, under TE's terms.
- Families facing financial difficulty should talk to The Haven early, so options can be explored.

10. Data and consent

- When a family enters with TE, they share the learner's information with TE directly. TE is responsible for that information under its own privacy notice.
- The Haven shares information with TE only with the family's agreement, for example to support access arrangements evidence.
- TE does not send results to The Haven automatically. Families are asked to share results so The Haven can support next steps.

11. Exam day and results

- TE provides the venue, invigilation and running of the exam day. The family gets the learner to the centre and is TE's point of contact.
- TE manages results, post-results services (such as reviews of marking) and certificates.
- The Haven will help families understand results, consider reviews of marking where appropriate, and plan next steps.

12. Wellbeing and preparation

Exams can be overwhelming, particularly for neurodivergent learners. The Haven supports learners with:

- regulation and pacing plans in the run-up to exams;
- practice papers and, where helpful, a visit to a TE open day or a mock exam at a TE centre (most centres run these, and open days run monthly from December);
- check-ins before and after exams;
- recognition of effort and resilience, not just grades.

13. Changes and withdrawals

Families should tell The Haven and TE straight away about any change. Late changes, withdrawals or errors may incur fees under TE's terms. Getting the details right at entry avoids unnecessary cost and stress.

14. Review

This policy is reviewed every autumn, when TE publishes the next series' deadlines, and sooner if the SLA with TE or awarding body rules change.

This PDF was generated from the published policy at policies.thehavenonline.school on 22 October 2026. The website is the authoritative, most current version of this policy.