

British International Curriculum: Teneo School's policy on external examinations

1. Introduction

This document outlines critical information for learners entering external examinations as private candidates. It provides structured information on key deadlines and how to find an examination centre, as well as guidance on how to register for external Pearson Edexcel examinations.

1.1 About Teneo

As an online educational institution, Teneo School operates as both an **academic delivery provider** and an **examination support partner**. Teneo School **does not directly register candidates with Pearson Edexcel**, nor does it act as an official examination centre (unless explicitly stated otherwise); instead, Teneo School delivers a high-quality British International education pathway through academic support and preparation, enabling learners to successfully progress to:

- International GCSE
- International A Levels
- University pathways
- Global career opportunities

Through structured teaching, personalised support, and clear examination guidance, we empower learners to approach their examinations with **confidence, independence, and success**.

Teneo School DOES	Teneo School DOES NOT
✓ Provide academic guidance and external examination planning support	✗ Act as an examination centre for external examinations or conduct these exams
✓ Provide relevant information, resources, and external links	✗ Register candidates directly with awarding bodies such as Pearson Edexcel
✓ Support understanding of examination requirements	✗ Grant or approve any access arrangements for external examinations
✓ Provide resources to help families locate suitable examination centres	✗ Guarantee acceptance by any centre
✓ Offer preparation resources and revision guidance	✗ Manage examination venues or invigilation in any way

1.2. Accreditation

Teneo School is registered with Pearson Edexcel, the UK's largest assessment body, which offers globally recognised and benchmarked qualifications. In turn, Pearson Edexcel is accredited by Ofqual in England, CCEA Accreditation (Northern Ireland), and Qualifications Wales. Pearson Edexcel is also regulated by Ofsted and JCQ, ensuring your learner receives academic support that complies with Ofsted standards.

Teneo School provides a structured and supportive academic environment fully aligned with Pearson Edexcel specifications. Academic preparation encompasses:

- Structured teaching aligned to Pearson Edexcel curriculum specifications
- Continuous assessment and progress tracking throughout the academic year
- Mock examinations and formal examination preparation sessions
- Targeted revision support and examination technique guidance
- Access to Pearson-approved resources and textbooks, where applicable

This ensures that learners are academically confident and fully prepared when approaching their external examinations.

2. External Pearson Edexcel examinations

All learners who enrol for the British International Curriculum at Teneo School and who expect to complete external examinations must register as private candidates through an approved examination centre.

Please note:

- Teneo is an **academic delivery** and **examination support provider**
- Teneo **does not act as the awarding body or official examination centre** (unless explicitly stated otherwise)
- Teneo **does not register candidates** directly with Pearson Edexcel

2.1. Responsibilities of the parent/guardian relating to external examinations

The parent/guardian is responsible for:

- **Identifying** an appropriate, approved examination centre.
- **Registering the learner with the chosen examination centre** as a private candidate.
- Making payment of all examination fees. Payment must be made directly to the examination centre.
- Applying for the relevant access arrangements with the examination centre.
- Compliance with examination centre policies and requirements.
- Travel and/or accommodation arrangements for attendance at all scheduled in-person examinations.

Some qualifications may allow for Remote Invigilation Services (RIS), depending on the awarding organisation and examination centre. This option is not universally available and **must be confirmed directly with the centre before making any arrangements.**

In cases where RIS is available, it is the responsibility of the parent/guardian to make the necessary arrangements. See section 2.3.2 for more information.

All examination arrangements, including registration, fees, timetabling, and invigilation, are the responsibility of the chosen examination centre.

2.2. Responsibilities of Teneo School relating to external examinations

Teneo School supports families in navigating the external examination process with clarity and confidence. Teneo is committed to providing families with:

- Assistance in identifying suitable Pearson Edexcel examination centres
- Guidance on examination series (e.g. May/June, October/November) and entry deadlines
- Support in terms of subject codes and the required documentation

The table below provides a concise overview of the responsibilities of the parent/guardian vs Teneo School:

Area	Teneo's Role	Role of Parent/Guardian
Academic preparation	Delivers structured teaching, mock exams, and revision support	Encourage your learner to engage with their lessons, complete subject modules and submit assessments
Exam centre identification	Teneo assists families in identifying suitable exam centres through various resources	Parents research possible centres and select the final exam centre
Examination registration and fees	Provides examination guidance in terms of the particular exam series, subject codes, and relevant registration deadlines	Parents complete exam registration on time and pay registration fees directly to the exam centre
Access arrangements	Guides families through the process and obtains Pearson Edexcel approval for internal assessments. Teneo does not grant or approve access arrangements independently of the examination body.	Applies for access arrangements for external exams directly via the exam centre
Support	Teneo provides support and guidance throughout the entire process	Engages with Teneo Support as needed

2.3. Step-by-step registration guide

2.3.1 How to register for external examinations

Step 1

Confirm your subjects

Decide on your learner's subject choices and qualification level (International GCSE or A Level) and consider their progression requirements. Ensure that the subjects chosen align with your learner's future academic or career goals, and keep in mind that certain subjects will include practical examinations/may involve additional cost(s).

[Learn more about the available subjects at Teneo School](#)

Step 2

Identify a suitable exam centre

There are three different types of examination centres. Consider location, subject availability, practical provision, access arrangements, deadlines, and fees when making your choice:

- **British Council Centres**
Operate internationally and accept private candidates for a range of Pearson Edexcel and Cambridge International qualifications. Widely available and well-established.
- **Independent Private Candidate Centres**
Specialist centres set up specifically to accommodate private candidates. Often flexible on subject availability and access arrangements.
- **Selected schools**
Some schools accept private candidates for specific examination sessions. Availability varies, and early contact is essential.

While every effort is made to ensure accuracy, some centres listed may no longer accept private candidates, and others that do may not appear in the search results:

- [Find a centre through Pearson Edexcel's International Centre Finder](#)
- [Search for a specific centre using JCQ's tool for private candidates](#)

Step 3

Gather the required information

You will need valid identification documents and the correct subject codes for each external examination.

See Pearson Edexcel's subject code finder [here](#).

Step 4
Submit your exam registration

Registration must be completed directly with the examination centre. Follow their instructions and submit all required documents by the relevant deadline as communicated by the centre.

Step 5
Check your confirmation and Statement of Entry (SOE)

Once registered, carefully check your learner's personal details, subject selection, the examination series you've registered for, and any access arrangements. Report any errors to the exam centre immediately.

Step 6
Make payment

Examination fees are paid directly to the examination centre. Fees vary by centre and subject. Ask for a full fee schedule before registering.

2.3.2 Examination timelines and key deadlines

Timelines vary depending on the awarding organisation and examination centre. It is essential to plan well in advance, as missing a deadline may result in late entry fees, limited subject availability, or being unable to complete an examination in your chosen exam series.

EXAMINATION SERIES BY THE AWARDING ORGANISATION

Awarding organisation	Available exam series
Pearson Edexcel Int. GCSE	January · May/June · October/November
Pearson Edexcel International A Level	January · May/June · October
Cambridge International (Int.GCSE & A Level)	May/June · October/November

RECOMMENDED PLANNING TIMELINE

Timeline	To do
9–12 months before	• Confirm subject choices and qualification levels • Begin researching suitable examination centres
6–9 months before	• Shortlist centres and confirm subject availability • Enquire about access arrangements if needed
3–6 months before	• Complete registration with your chosen centre • Submit all required documents and pay fees
1–3 months before	• Confirm examination venue and timetable • Check your Statement of Entry carefully
Final month	• Prepare all required equipment • Review examination day rules, regulations and procedures

2.4 Remote Invigilation Services (RIS)

Remote Invigilation Services (RIS) is available for certain British International Curriculum qualifications, depending on the examination body and the chosen examination centre.

The availability of remote invigilation must be confirmed directly with the examination centre. Teneo School does not arrange or administer remote invigilation.

Learners opting for remote invigilation must have access to:

- A functioning webcam with a clear view of the candidate and workspace
- A stable, reliable internet connection
- A secure device free from unauthorised software
- A quiet, private environment free from interruptions

Please note that RIS is not available for all subjects or qualification types, and technical failures may affect the examination results.

2.5 Access arrangements & concessions

Where appropriate, and when supported by the required formal evidence, Teneo assists families in understanding the process for requesting access arrangements through approved examination centres.

Access arrangements allow learners with special educational needs, disabilities, or temporary injuries to complete the assessment without compromising its integrity or the demands of the examination.

Learners may qualify for access arrangements if:

- They have known and long-standing learning difficulties
- They have physical disabilities (permanent or temporary)
- They experience sensory impairment
- Their first language is not English, Irish, or Welsh
- They have difficulties at or near the time of assessment that may affect their performance

All access arrangements are subject to approval by the registered examination centre and the awarding body (Pearson Edexcel). Teneo provides guidance and support throughout this process, but does not grant or approve these accommodations directly.

To apply for any access arrangements for external examinations, parents should contact their chosen examination centre.

Should a learner require access arrangements for internal Teneo assessments, please contact us for more information and guidance. Please note that specific application deadlines may apply.

2.6 Confirming your external exam registration

2.6.1 Statement of Entry (SoE)

The Statement of Entry is an official document issued by the examination centre after a learner's registration has been confirmed. This is a crucial document containing the learner's personal information, candidate number, centre number, the subjects (and subject codes) registered for, as well as the learner's examination timetable and any approved access information.

It is the responsibility of the parent/guardian to confirm that all information contained on the Statement of Entry is correct. Check that:

- The learner's name is spelt correctly and matches the ID document
- The learner's date of birth is correct
- All subjects and subject codes are correct
- The correct examination series is listed
- Any approved access arrangements are listed accurately

The Statement of Entry must be kept in a safe place to be referred to during the examination period and when accessing results or post-result services. Note that the learner's examination venue may be issued separately by the centre.

2.7. Procedures for external examinations

Teneo School is not a Pearson Edexcel examination centre.

Parents are responsible for registering learners with an approved examination centre.

External examination day procedures are strictly governed by the examination centre and by the Joint Council for Qualifications (JCQ) regulations. All candidates must follow these rules, and failure to do so may result in disqualification.

Before the examination:

- Confirm the examination time and venue the day before.
- Prepare all required equipment the evening before.
- Plan your travel to arrive at least 15–20 minutes early.

2.7.1 During the examination:

Learners must follow the invigilator's instructions at all times. Learners must work independently; no communication with other learners is permitted.

Permitted equipment:

- Black ballpoint pens (bring spares)
- Pencil, eraser, and ruler
- Approved calculator (where permitted — check your subject rules)
- Geometry set where required
- Transparent pencil case

Prohibited items:

- Mobile phones and smart devices (even switched off)
- Smart watches or any electronic wearable
- Revision notes or unauthorised materials
- Any electronic device not explicitly permitted

2.7.2 After the examination:

Learners must wait for the invigilator's instruction before leaving their seats.

Learners are not permitted to remove any examination materials from the room or discuss examination content with other learners until all sittings are complete.

2.7.3 Examination misconduct

Misconduct includes cheating, communicating with other candidates, bringing prohibited items into the examination room, or breaching any JCQ regulation. Consequences may include disqualification from one or more external examinations. Please refer to Teneo School's Academic Policy and Procedures for internal assessments for more information.

2.7.4 Illness on examination day

If a learner is unwell on the day of a scheduled external examination, inform the invigilator immediately upon arrival. The centre can advise on the process for special consideration. It is not advisable to sit an examination if a learner is too unwell to perform; instead, contact the centre as early as possible.

2.8 Results and certification

2.8.1 Release of results

Results are issued by awarding organisations and released through the relevant examination centre. Results release dates vary by examination series:

Examination series	Approximate timeframe for the release of results
January exam series	March of the same year
May/June exam series	August of the same year
October/November exam series	January of the following year

2.8.2 Grading scales

- Int. GCSE qualifications: Graded 9–1 (Pearson Edexcel) or A*–G (Cambridge International)
- A Level qualifications: Graded A*–E

2.8.3 Certificates

Certificates are issued by the awarding organisation and distributed through the examination centre. They are official documents and should be stored securely. Replacement certificates can be requested, but may incur a fee and take time to process.

2.8.4 Post-results services

The following post-results services are available through the examination centre:

- Review of marking: A re-mark of your script by a senior examiner
- Clerical check: Verification that all marks have been correctly recorded
- Access to scripts: A copy of your marked examination script for review

Post-results services are subject to deadlines and fees. They may result in a grade change (upward or downward) or no change. All requests must be submitted through the examination centre.