

EXAM REGULATIONS

PLEASE READ CAREFULLY AND KEEP FOR YOUR RECORDS

EXAM REGULATIONS – FOR EXAM DAY

Regulations, including those set by the government regulators, require the following:

1. You must arrive on time. (We cannot accommodate late arrivals.)
2. You must bring your photo identification.
3. You must bring the correct stationery required to complete your examinations. No other items are allowed in to the exam room, including mobile phones, headphones etc.
4. No opaque pencil cases, bags or containers are allowed in the exam room.
5. No food or drink is allowed in the building. Only water in clear plastic bottles with no labels or markings is permitted.
6. We reserve our right to evict a candidate from an exam in the event of breaches to the above, or for any act that disrupt other candidates and staff. Eviction will also apply where a candidate is caught writing on tables or damaging fixtures and furnishings.

ATTENDANCE DETAILS FOR EXAMS

1. Location: Cherry Hill Tuition, Unit 7, Red Lion Court, Hounslow, Middlesex, TW3 1JS.
2. Times (Please do not arrive before the doors open as no entry to the building will be permitted.) Please ensure silence is observed once you enter the building as there are ongoing exams throughout this period.
 - All morning exams commence at 9.30am (doors open at 9.00am).
 - All afternoon exams commence at 1.00pm (doors open at 12.30pm).

3. Bags and Coats

There is no secure storage area in the building where bags and coats can be stored during the exam. Bags are not allowed in the exam room. As such we strongly recommend against bringing in any items that are not needed for the exam itself. Cherry Hill will not take responsibility for any lost or damaged items.

4. Exam clashes, Access Arrangements and Special Consideration

These should be communicated to Cherry Hill at the time of your application and no later than 1 March. Resolution of exam clashes, access arrangements and special consideration applications are chargeable. Additional charges apply if extra time applications are approved.

POST EXAM INFORMATION AND RESULTS (As listed on your application form.)

1. a) Results can be collected from the centre by candidates free of charge. You must bring your passport or photo driving licence. b) If you wish for your results to be posted free of charge, please provide a stamped self-addressed envelope. c) If you wish for us to post out or email your results, an admin fee of £10 is applicable and can be paid over the phone by debit/credit card.

2. For exam remarking please contact us within two weeks after results release day to process the required fee.

3. Exam certificates become available around 5 months after results are released (hence for summer exams, certificates will be ready for collection from 15 January). Certificates can be collected free of charge in person with the required identification. A charge of £20 applies for administration and recorded delivery if you require us to post out your certificate(s) within the United Kingdom.