

Exam Venue & Exam Support Policy

2026-2027

Approved by: Greg Holden (Principal)

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Policy Statement

Milverton Education is committed to providing clear, professional and comprehensive support to students and families navigating the examination registration and delivery process. As an online education provider, we recognise that high-quality exam administration and guidance is essential to ensuring our students can sit their qualifications with confidence, accuracy and in full compliance with awarding body requirements.

This policy outlines how Milverton Education supports students in arranging exam entries, liaising with exam centres, and managing the examination process from initial consultation through to exam day.

Milverton Education operates as an online centre and does not act as an approved physical exam venue. Instead, we work in partnership with established exam centres and specialist third-party providers to ensure students have access to high-quality, compliant exam facilities.

In addition, Milverton Education has an established working arrangement with Tutors & Exams, through which students may register as third-party or private candidates. While registration may take place via Tutors & Exams or another approved centre, Milverton Education fully supports students throughout this process, as detailed within this policy.

Aims of the Policy

This policy aims to:

- Ensure all exam candidates receive structured, clear and early guidance on the exam registration process.
- Support families in selecting the most appropriate and compliant exam route.
- Ensure all registrations meet awarding body requirements and deadlines.
- Maintain high-quality relationships with host exam centres.
- Reduce stress and uncertainty for students and families through proactive support.

Initial Consultation and Exam Setup

At the earliest possible stage, Milverton Education works with families to establish the requirements for examination entry. This process includes:

- Confirming subjects and awarding bodies for each qualification.
- Identifying any access arrangements required (e.g. extra time, reader, scribe, modified papers).
- Clarifying what supporting evidence and documentation is already in place or required for access arrangements.
- Confirming the preferred examination format, including:
 - In-person examinations at an approved host centre
 - Remote invigilation (where available – currently Pearson Edexcel only)
- Confirming the student's full legal name, date of birth and home address.

This consultation ensures that Milverton Education can advise accurately on feasibility, timelines, suitability of exam centres and the most appropriate registration pathway.

Exam Registration Pathways

Students supported by Milverton Education may be registered through one of the following routes:

1. Host Exam Centres

Milverton Education maintains relationships with carefully selected, reputable host exam centres for in-person examinations. These centres:

- Have proven experience in working with private and online candidates.
- Have established compliance with awarding body regulations.
- Are known to provide high-quality exam environments and professional administration.

Where possible, Milverton Education:

- Advises families on suitable centres based on location and subject requirements.
- Liaises directly with the Exams Officers to support smooth registration and communication.
- Supports the submission of correct candidate information and documentation.

2. Tutors & Exams Partnership

Milverton Education has an arrangement with Tutors & Exams, allowing students to register as third-party or private candidates through their centres. While the formal registration may take place directly with Tutors & Exams, Milverton Education continues to:

- Provide guidance on subject codes and exam structures.
- Support the completion of registration documentation.
- Advise on access arrangements and supporting evidence.
- Assist with timelines, deadlines and exam day guidance.
- Monitor the overall process to ensure standards and clarity for families.

This partnership ensures families benefit from a specialist exam provider while maintaining the pastoral and academic support of Milverton Education throughout the process.

Host Centre Selection and Quality Assurance

Milverton Education works only with centres that meet our standards for professionalism, communication and student welfare. In selecting and maintaining relationships with host centres, we aim to:

- Work with centres that demonstrate experience with private candidates.
- Maintain open communication with their Exams Officers.
- Monitor performance and feedback from students and families.

Where a new host centre is considered, it would be subject to internal review, including assessment of suitability, reliability, and communication standards.

Ongoing Support Throughout the Process

Milverton Education's Exams Team provides continued support to students and families throughout the examination journey, including:

- Confirming exam entry deadlines and associated costs.
- Advising on registration procedures and documentation requirements.
- Supporting applications for access arrangements.
- Liaising with exam centres or remote invigilation providers where appropriate.
- Providing exam-day guidance, including arrival times, required identification and procedures.
- Offering reassurance, clarity and practical support where questions arise.

This structured approach ensures that exam logistics are managed early and effectively, giving families clarity, confidence and peace of mind.

Review and Monitoring

This policy is reviewed annually to ensure it remains aligned with awarding body regulations, best practice, and the operational needs of Milverton Education and its students.
