



Academy of Global Curriculum School (AoGC) **Examination Registration Policy**

Effective for the 2025 May/June Examination Series onwards. This policy must be read together with the examination fees list. Registering for examinations is consent to this policy.

1. General Registration Rules

- 1.1. Examination fees are non-refundable, charged per candidate, per subject entry.
- 1.2. All registrations must comply with Cambridge International Education requirements and deadlines as published by AoGC.
- 1.3. By submitting entries, candidates and parents/guardians accept the terms and conditions contained in this policy.
- 1.4. All examination fees paid to the Academy of Global Curriculum may, at the Academy's discretion, be applied towards the settlement of any outstanding school fees or other amounts owing to the Academy that should have been paid in full.
- 1.5 Any former AoGC student who was deregistered by AoGC, or withdrew without fulfilling the Admissions and Withdrawal Policy, may not automatically register as a private candidate at AoGC.
- 1.6 Should such a former student wish to register, they must submit a formal written application to AoGC. The application must be received at least 30 days before the intended examination registration date. Registration may proceed only after AoGC has considered the application and issued written approval permitting the candidate to write at the centre.
- 1.7 Furthermore, any enrolled student or private candidate who disrupts an examination may be refused permission to sit future examinations at AoGC.
- 1.8 Should such a candidate wish to write another examination at AoGC, they must submit a formal written application. The application must reach AoGC at least 30 days before the intended examination date. The candidate may sit the examination only after receiving written approval from AoGC.
- 1.9 In the interest of protecting examination integrity, maintaining fairness to all candidates, and preserving appropriate examination standards, AoGC reserves the absolute right to reject any application arising from the circumstances outlined above and the entirety of this Policy.
- 1.10 All concessions and accommodations are charged at an extra cost and must be paid in full on or before the due date on the invoice

Company Registration Number: 2023/155196/07

EMIS Number: 0100000872

Cambridge International Education Centre number: ZA981

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1.11 Failure to pay examination fees and invoiced accommodations on the due date automatically cancels the invoice without notice from AoGC.

2. Deadlines and Late Entries

2.1. Examination entries must be submitted to AoGC by the published final entry closing date.

2.2. Late fees and/or very late fees will be charged for:

Any new entries submitted after the final closing date.

Any entry amendments or syllabus changes after the closing date.

2.3. These late and very late entry fees are charged in addition to the standard subject entry fee.

2.4. Cambridge International reserves the right to reject very late entries if they are received too close to the examination date. AoGC will not be held liable for such rejections.

3. Payment of Examination Fees

3.1. Examination fees must be paid into the AoGC bank account, using the student's full name as the payment reference.

3.2. All examination fees must be paid in advance of AoGC's submission of entries to Cambridge International.

3.3. Failure to make payment by the published submission deadline will result in the candidate(s) not being registered for their examinations.

3.4. Where there are outstanding balances on a family's account, any payments received will be applied to settle outstanding fees first, before being allocated to examination entries.

3.5. No examination fees will be refunded.

4. Invoices and Currency Fluctuations

4.1. An entry invoice will be issued to parents/guardians for verification.

Parents/guardians are required to carefully check the invoice and notify AoGC of any amendments immediately upon receipt.

4.2. AoGC cannot be held responsible for entry errors that were not reported by the parent/guardian at the point of invoicing. Amendments after AoGC's Cambridge International submission date will attract late/very late fees.

4.3. Examination fee quotes are subject to fluctuations in the Rand: Pound exchange rate. Adjustments may be necessary during the year, in which case an additional invoice will be issued.



5. Refunds and Withdrawals

5.1. Examination fees are only refundable if AoGC is informed of a withdrawal before the published AoGC entry closing date. The withdrawal notification must be in writing with evidence attached. AoGC will issue a withdrawal application form, which must be completed and returned together with evidence within 24 hours.

5.2. All withdrawal requests will be submitted to Cambridge International for review. Refunds will only be granted where Cambridge International approves the withdrawal.

5.3. Refunds for approved withdrawals are processed strictly after the end of the examination series and may take up to 90 (ninety days) from the approval date

5.4. Examination fees for rejected withdrawals are non-refundable.

5.5. Approved withdrawals will be charged a 20% handling fee of the total withdrawal amount.

5.6. By submitting a withdrawal application, the applicant gives authority to AoGC to share withdrawal documentation and supporting evidence with relevant parties

6. Private Candidates

6.1. Private candidates wishing to sit examinations at AoGC must pay their examination fees directly into the AoGC bank account.

6.2. Private candidates will be registered with AoGC's examination cohorts and must adhere to the same deadlines and payment terms.

6.3. Private candidates are not permitted to enrol for coursework subjects (e.g., Art & Design, Drama) unless AoGC can authenticate and verify coursework as an accredited examination centre.

7. Access Arrangements and Support

7.1. Candidates who require special arrangements (readers, scribes, assistive technology, etc.) are responsible for sourcing these services independently.

7.2. AoGC is not responsible for providing readers, scribes, access arrangement software, stationery, printing, or career assessment services.

7.3. All access arrangement requests must be submitted in line with Cambridge International's regulations and deadlines.

7.4 Should a student request AoGC to facilitate and manage their access arrangements, the student will be charged according to the Examination Cost Handbook.

7.5 These costs must be promptly settled together with the examination fees.

8. Final Responsibility

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8.1. It is the responsibility of parents/guardians to ensure that examination entries are correct, invoices are settled on time, and all necessary documentation is provided.

8.2. AoGC will not be held liable for missed deadlines, rejected entries, or financial loss due to non-compliance with this policy.

8.3. AoGC reserves the right to update or amend this policy.

8.4. Post-examination services will be charged accordingly, and the requested service will be offered upon full settlement of the issued invoice

9. Commitment to Fairness

9.1. AoGC is committed to ensuring that every candidate has equal access to Cambridge International examinations in an environment that is fair, transparent, and supportive of learning.

9.2. Any attempt to misrepresent, personalise, or hijack the integrity of the examination process will not be tolerated.

9.3 Disruptive Conduct Before, During and After Examinations

9.4 Any candidate who engages in disruptive, disorderly, threatening, abusive, intimidating, aggressive, confrontational, dishonest, unsafe or otherwise inappropriate conduct before, during or after an examination may be refused permission to sit, continue or undertake any examination at the AoGC Examination Centre.

9.5 Disruptive conduct includes, but is not limited to, behaviour that:

- interferes with the orderly administration or integrity of an examination;
- disturbs, distracts, intimidates or adversely affects other candidates;
- disrupts or interferes with invigilators, staff members or examination officials;
- involves verbal abuse, threats, intimidation, harassment, aggression or physical confrontation;
- involves deliberate refusal to comply with reasonable instructions issued by an invigilator, staff member or examination official;
- causes or threatens damage to AoGC property, examination materials or the property of another person;
- creates or contributes to an unsafe, hostile, disorderly or disruptive examination environment;
- disrupts candidate registration, identification, entry, seating, supervision, collection or departure procedures;
- occurs on AoGC premises immediately before or after an examination and is connected with the examination or examination environment; or



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- otherwise compromises the safety, dignity, rights, wellbeing or ability of other candidates to undertake their examinations under appropriate examination conditions.

9.6 Where such conduct occurs during an examination, AoGC may take immediate action in accordance with the applicable examination-board regulations.

9.7 Where a candidate's conduct demonstrates that their continued presence may compromise the safety, orderly operation or integrity of examinations at the AoGC Examination Centre, AoGC reserves the right, subject to applicable examination-board requirements, to refuse the candidate entry to subsequent examinations at the Centre.

9.8 Permission to register for or sit an examination at AoGC does not exempt any candidate from complying with AoGC's examination rules, safeguarding requirements, standards of conduct and the regulations of the relevant examination board.

10. Alternative Examination Venue

10.1 Academy of Global Curriculum (AoGC) provides its approved examination facilities and science laboratory to accredited examination centres requiring an alternative venue for the facilitation of practical science examinations and other approved assessments.

10.2 Our facilities may be used by centres that are authorised to register candidates but require access to an appropriately equipped venue for particular examinations. AoGC facilitates such examinations under controlled conditions designed to protect examination security, candidate welfare and the integrity of the assessment process.

10.3 Use of AoGC as an alternative examination venue does not transfer the registering centre's administrative responsibilities to AoGC.

10.4 AoGC maintains strict controls over access to its premises during examinations. Only candidates scheduled to write the examination and authorised AoGC personnel may enter the examination environment.

10.5 Parents, guardians, representatives of the registering centre, private tutors, teachers, externally appointed assistants and other unauthorised persons will not be permitted within the controlled examination area during the assessment.

10.6 Where a candidate requires an approved access arrangement or concession, any reader, scribe, prompter, supervised-rest-break facilitator or other support person operating at AoGC must be appointed, approved and authorised by AoGC.



10.7 This requirement exists to protect examination integrity, maintain appropriate professional boundaries and ensure that all persons involved in the examination operate under AoGC's examination procedures.

10.8 The centre registering the candidate remains responsible for identifying candidates requiring access arrangements and completing all necessary applications, approvals and administrative processes with the relevant examination board.

10.9 Where such a candidate will write at AoGC, the registering centre must notify AoGC in writing at least 30 days before the examination.

10.10 The notification must clearly state the approved arrangement required by the candidate and provide any relevant confirmation or documentation necessary for AoGC to prepare the examination environment.

10.11 AoGC will then arrange the appropriate authorised personnel and facilities required to implement the approved arrangement.

10.12 Access arrangements requiring additional personnel, facilities or supervision attract separate charges in addition to the standard alternative venue or practical examination facilitation fee.

10.13 The registering centre is responsible for:

- obtaining the required approval from the relevant examination board;
- informing the candidate or parent of applicable concession charges;
- collecting any concession-related fees from its candidate;
- paying the applicable AoGC facilitation charges;
- providing AoGC with the required information and documentation at least 30 days before the examination; and
- ensuring that all arrangements have been confirmed before the examination date.

10.14 AoGC will not facilitate an undeclared, unapproved or unpaid access arrangement on the day of an examination.

10.15 All examinations conducted on AoGC premises, readers, scribes, prompters, supervised-rest-break facilitators and other access-arrangement personnel must be persons authorised by AoGC.

10.16 A registering centre may therefore not send its own teacher, tutor, employee, parent, assistant or privately appointed facilitator to perform these functions at AoGC unless expressly authorised by AoGC and permitted under the applicable examination requirements.

10.17 AoGC-appointed concession facilitators are regarded as authorised examination personnel for the duration of the examination.

10.18 The centre using AoGC as an alternative venue remains responsible for its candidates and all examination administration associated with their registration.



This includes candidate registration, examination entries, access-arrangement applications, communication with the examination board, candidate documentation, examination timetables, fees and communication with candidates or their parents.

10.19 AoGC's role is limited to providing the agreed venue, facilities, practical examination resources, authorised personnel and examination facilitation services.

10.20 All correspondence concerning examination registration, entries, subjects, candidate details, timetables, examination-board decisions, access-arrangement applications, results and other registration-related matters must remain strictly between the candidate and the centre through which the candidate was registered.

Candidates and parents should therefore direct registration and administrative enquiries to their registering centre.

10.21 AoGC will communicate directly with the contracting examination centre regarding matters necessary for the preparation and facilitation of examinations at AoGC.

10.22 AoGC reserves the right not to facilitate an access arrangement where the registering centre has failed to:

- provide the required written notification;
- obtain the necessary examination-board approval;
- provide the required supporting information;
- meet the applicable payment requirements; or
- notify AoGC within the required 30-day period.

10.23 AoGC's alternative venue procedures are designed around three principles: examination integrity, regulatory compliance and candidate fairness.

10.24 By using AoGC as an alternative examination venue, the registering centre accepts responsibility for completing its administrative obligations while AoGC assumes responsibility for the professional and secure facilitation of the examination services specifically agreed between the two centres.

10.25 Accredited examination centres requiring access to our science laboratory, examination rooms or approved examination support services should contact AoGC well in advance of the examination series.

11. Former AoGC students applying as Private Candidates

11.1 AoGC reserves the right to refuse private candidate applications from former AoGC-enrolled students. This applies particularly where the student's previous enrolment and withdrawal obligations were not fulfilled in their entirety.

11.2 Former students who were deregistered because of disciplinary action, outstanding school fees, or other unresolved matters may not automatically register



as private candidates at AoGC. Furthermore, they may not use AoGC through an Alternative Venue or Science Practical facilitation arrangement.

11.3 Where a former AoGC student wishes to register, a formal written application must first be submitted to AoGC. Thereafter, AoGC will review the circumstances and determine whether permission should be granted. Registration or alternative venue arrangements may proceed only after AoGC has issued written consent.

11.4 The written application, whether submitted by the candidate or by the examination centre using AoGC as an Alternative Venue, must reach AoGC at least 30 days before the examination date.

11.5 Examination centres intending to use AoGC as an Alternative Venue or Science Practical venue must appropriately screen their candidates beforehand. Where a candidate is identified as a former AoGC student, the referring centre must disclose this to AoGC in writing.

11.6 Consequently, the candidate may only be accommodated after the required application has been considered and written consent granted. Without written approval, AoGC will not facilitate that candidate's examination at its premises or through its Alternative Venue arrangements.

12. Consent to Process Examination Documentation

By registering for examinations through AoGC, the candidate and, where applicable, their parent or guardian authorise AoGC to receive, process, store, and submit documentation required for examination administration. This may include academic records, identification documents, medical documentation, psycho-educational reports, access arrangement evidence, and other supporting documents required by the relevant examination board. Such information may be shared with the examination board or authorised parties where necessary to process examination entries, access arrangements, concessions, results, or related examination requirements.

Approved by:
Academy of Global Curriculum School Management

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