



**Review Date:** September 2025

**Review Officer:** Deputy Head of Secondary

## External Exam Candidate Policy

### Rationale

For the most part, all students in British must take their external, international examinations at the school in which they are registered. However, when this is not possible the Ministry of Education and Higher Education (MOEHE) has asked if RFS might offer opportunities to young people to gain access to examination entry into Cambridge International, AQA or Pearson Edexcel examinations. This process is carefully controlled and regulated by the Ministry to avoid the financial exploitation of parents.

### Aims

- To offer an external examination service to non-KBS students in KBS.
- To ensure the planning and management of external candidates is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all.
- To enhance and further improve the reputation of KBS and as an excellent school.
- To create and responsibly develop an additional funding stream for the school.
- To support the MOEHE in ensuring any student in the country has the opportunity to successfully complete their education

### Procedures

Approval for external candidates to take their examinations at Kilimanjaro British School must come from the MOEHE. External applications will be considered on a case-by-case. When approved by the MOEHE and Kilimanjaro British School the following steps will take place:

- External candidates/representative will need to apply and register at KBS as an external candidate with the exams office.
- External candidates/representative will have to complete the relevant form and get it signed off by the Head of Secondary and the Exam Officer.
- External candidates/representative upon applying to KBS will have to provide a copy of their British ID/Residency, copy of their passport, a letter of consent from their own school (if applicable) allowing them to sit exams at KBS, a copy of their statement of results and one current passport photo.

- If an external candidate has sat exams previously at another centre, they will have to provide the relevant PID and centre numbers upon application.
- The external candidate will be responsible for providing all accurate information upon application. KBS will not accept any responsibility for wrongly given information.
- Parents must sign the exam application form giving consent for their child to enter as an external candidate.
- Once the relevant form is completed and signed by all the relevant people, an invoice will be generated by the exams office to be taken to the cashier.
- When payment is made and the receipt is received at the exams office, the entry will be processed, and a copy of the statement of entry will be issued.
- Only subjects on offer at Kilimanjaro British School will be available.
- No subjects with coursework, even those offered at KBS, will be available to external/private candidates as per exam board guidelines.
- External candidates will be provided with the exam board rules and guidelines with their statement of entry.
- External candidates are responsible for arriving to the exam venue on the date and time specified on the timetable. There are some occasions when external candidates will have to be placed under supervision with RBS students when exam clashes occur in the timetable and they are not allowed to leave the premises until the specified time.
- It is the responsibility of the external candidate to manage their exam entries in and outside of KBS as KBS will not amend their exam timetable to cater for any exam clashes.
- KBS will email timetables and information to external candidate of the dates and times which results can be obtained and direct them to the website of KBS to access the exam guide handbook.

## Appendices