

EXAM INFORMATION SHEET

NOTE: A Letter of Completion is not provided when a student has the intention of sitting the exam for a module.

WHO CAN SUPERVISE?

An employer or supervisor	Justice of the Peace
School Principal or Teacher	Police Officer
Librarian	Business Owner (Min. 5 years)

***NOTE:** *The adjudicator can be retired from any of these positions.*

WHO CAN NOT SUPERVISE?

Any family members, relatives or partners of the student

EXAM INFORMATION

Please log into the online Student Portal to apply. The exam application must be submitted at least 2 weeks prior to the nominated date.

All assignments must be submitted and marked as completed before being able to sit the exam.

Exam time: 1.5 hours

The exam is to be hand-written and is a closed-book exam. Blue or black pens only, no pencils must be used.

To pass the exam, a minimum of 50% must be achieved. On successful completion of the exam, a Statement of Attainment is provided to the student (digital only).

ADJUDICATOR TASKS

The exam papers are emailed to your nominated adjudicator usually a business day prior to the chosen exam date. Your adjudicator needs to print off the exam for the student.

The adjudicator does not need to sit with the student for the duration of the exam on the condition they ensured that the student does not have any of the following with them:

- course notes, books or references
- mobile phones, computers or other electronic devices

On completion of the examination, the adjudicator will need to sign/stamp, date, scan and email the exam papers back to studentservices@acsedu.co.uk

****NOTE:** *The student is not to have access to the exam papers outside of the examination. It is the adjudicator's responsibility to return the exam papers preferably via email. Should the exam papers be returned to the school by the student, the exam will be considered void.*

FEES

£30 – due on application of the exam.