

# Learn with Confidence

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## Why private exam centres can seem more expensive

We know exam fees can sometimes feel higher than expected, so here's a clear breakdown of what those costs actually cover. Unlike schools (which receive government funding for exams), private centres don't have that support—so everything that goes into running exams has to be included in the fees we charge.



### Exam Fee

This covers everything needed to make sure exams are run smoothly and in line with national regulations, including:

- The official exam board fees we have to pay.
- Moderation of coursework (NEA) using qualified teachers.
- Recruiting, training, and paying invigilators.
- Annual training for all exam staff.
- Preparing exam rooms and handling logistics on the day.
- Having enough trained staff on site during exams.
- Professional indemnity and liability insurance.
- Venue hire costs for exam spaces.
- Setting up and taking down exam rooms for each session.



### Administration Fee

Running exams also involves a lot of behind-the-scenes work, such as:

- A qualified exams officer (who must complete updated training every year).
- Entering candidate data and exam entries with each exam board.
- Ongoing communication with families and students to make sure everything is clear.
- Offering site visits and personal tours to help candidates feel comfortable.
- Setting up rooms for practice visits (even during school holidays, when staff must be specially paid).



### Exam Access Arrangements (EAA) Administration Fee

For candidates who need additional support, this covers the compliance and care needed to put those arrangements in place:

- Annual specialist training for SENCOs, as required by JCQ.
- Liaising with families, tutors, and external agencies to collect the right evidence.
- Applying for and managing access arrangements through exam boards.
- Purchasing any specific resources that are needed.
- Specialist training for invigilators who work with candidates with EAA.
- Coordinating exam-day logistics so all staff know how to support candidates appropriately.

## For Home Invigilation



### Home Inspection Fee

When exams are taken at home, we must:

- Visit the home to check it meets JCQ regulations.
- Make sure family members and learners understand the regulations and the procedures of the exam day
- Make sure all required equipment is in place (clocks, whiteboards, paperwork, etc.).
- Apply to JCQ for approval of home invigilation.



### Home Invigilation Fee

This ensures exams run securely at home by covering:

- A specially trained invigilator, including pre-exam introductions.
- Paid travel to and from the home (they must collect papers from the centre and return them securely).
- Extra time for candidates with EAA.
- The responsibility of working alone in a private home while safeguarding the security of exam papers.
- Additional insurances to cover home invigilation.
- Completing and returning all post-exam paperwork to the centre.



### Why this matters

In schools, much of this is taken care of by existing staff and funded by the government. For private centres, however, every step—training, logistics, staffing, compliance, insurance, and venue hire—has to be built into the fees.

We always aim to keep costs as reasonable as possible while making sure exams are run fairly, securely, to the high standards required by JCQ and in a personalised manner to support the needs of all candidates.