



British International Remote School (BIRS)

Examinations / Access Arrangements Policy

Academic Year 2026–2027

Document Version: 1.0 (First Draft — Pending Review)

Policy Owner: The Principal

Approval Date: 13 July 2026

Review Date: 13 July 2026

Next Review: July 2027

Effective Date: [To be confirmed on approval]

This is a first draft prepared for BIRS Management review and has not yet been formally approved.

1. Purpose

This policy sets out how BIRS manages external examinations for Key Stage 4 students, including entries, access arrangements, and academic integrity, in line with the requirements of Pearson Edexcel and, where applicable, other examining bodies.

2. Scope

This policy applies to all Key Stage 4 students entered for external qualifications, including IGCSEs, and to the parents/guardians responsible for supporting their entry.

3. Examination Entries

BIRS will advise parents/guardians of relevant examination subjects, entry deadlines, and requirements in good time. As a fully online school, BIRS students sit external examinations at an approved, independently registered examination centre; BIRS does not itself act as an examination centre. Parents/guardians are responsible for securing a place at an approved centre in their country of residence, unless alternative arrangements have been confirmed in writing by BIRS.

Entry fees, examination centre fees, and any related administrative costs are payable by parents/guardians, as set out in the BIRS Fees, Payments & Refund Policy.

4. Access Arrangements

Access arrangements (such as extra time, rest breaks, or use of a reader/scribe) allow students with a genuine, evidenced need to access an examination without changing the demands of the assessment. BIRS will:

- Identify students who may require access arrangements through the process set out in the BIRS SEND Policy.
- Gather appropriate supporting evidence (e.g. specialist assessment reports) in line with exam board requirements.
- Support the family and the external examination centre in submitting an access arrangements application within the relevant board's deadlines.

BIRS cannot guarantee that a specific access arrangement will be approved, as this decision rests with the examination board and/or examination centre based on the evidence provided.

5. Special Consideration

Where a student's performance in an examination may have been affected by illness, bereavement, or another significant event at the time of the assessment, parents/guardians should notify BIRS and the examination centre as

soon as possible so that an application for special consideration can be considered, in line with the relevant exam board's rules and deadlines.

6. Academic Integrity and Malpractice

BIRS expects the highest standards of academic integrity in all internal and external assessments. Suspected malpractice (e.g. plagiarism, unauthorised assistance, or breach of exam conditions) will be investigated in line with the BIRS Assessment and Feedback Policy and, where it involves an external examination, reported to the relevant examination board in accordance with that board's regulations.

7. Results and Post-Results Services

BIRS will support families in understanding examination results and the post-results services available (such as reviews of marking), where a family wishes to pursue these, subject to the relevant exam board's deadlines and fees.

8. Roles and Responsibilities

The Principal (Examinations Officer)

The Principal holds the Examinations Officer role at BIRS, coordinating entries, access arrangements applications, and liaison with external examination centres and boards, and holds overall responsibility for ensuring this policy is implemented effectively.

Parents/Guardians

Responsible for securing an approved examination centre where required, meeting entry deadlines and fees, and providing timely supporting evidence for any access arrangements request.

9. Policy Review

This policy will be reviewed at least annually by BIRS Management, and sooner if exam board requirements change.

Related Policies

- BIRS Assessment and Feedback Policy
- BIRS SEND Policy
- BIRS Fees, Payments & Refund Policy
- BIRS Curriculum Policy

British International Remote School (BIRS)

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