

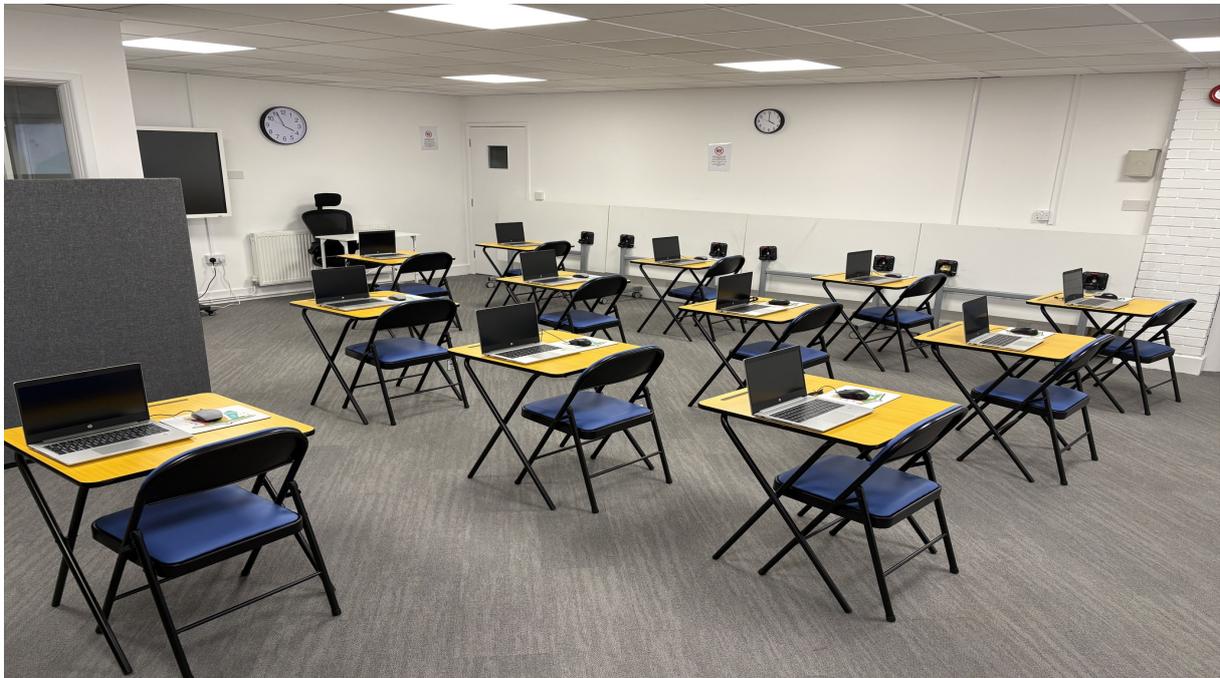


PL6 Learning Hub

Functional Skills Examination Centre

Candidate Terms & Conditions

This document outlines the terms, policies and procedures that apply to all candidates sitting Functional Skills examinations at PL6 Learning Hub. All examinations are delivered in accordance with the regulations of the Open Awards awarding organisation.



1. Exam Bookings

Exam places must be requested using the PL6 Learning Hub exam registration form. Submitting the form does not automatically guarantee a place. Bookings are confirmed only when learner details are verified and payment has been received.

2. Exam Fees

Functional Skills exam fees are:

- £130 – Single exam (English OR Maths)
- £250 – Both English AND Maths

Bank Transfer Details:

Account Name: Western Education Solutions LTD

Account Number: 22078967

Sort Code: 04-06-05

Please include the learner's name as the payment reference when making payment.

3. Exam Scheduling

PL6 Learning Hub normally runs Functional Skills examination sessions once per month. A minimum of two weeks' notice is required between booking and sitting an examination.

4. Access Arrangements

Candidates who require access arrangements such as 25% extra time must declare this during the booking process. Evidence may be required before arrangements can be approved.

5. Identification Requirements

All candidates must bring valid photographic identification on the day of the exam. Acceptable forms of identification include passport, driving licence or school ID card.

6. Candidate Responsibilities

Candidates must arrive at least 15 minutes before the exam start time and follow all instructions provided by invigilators. Mobile phones, smart watches and unauthorised materials are not permitted in the exam room.

7. Examination Conduct

PL6 Learning Hub follows awarding body regulations for exam conduct. Malpractice or disruptive behaviour may result in removal from the exam and referral to the awarding organisation.

8. Results

Functional Skills exam results are normally released within 10–15 working days. Certificates are issued once results are confirmed by the awarding organisation.

9. Resits

If a candidate does not pass a component of the qualification, they may resit only the component that was not passed.

10. Data Protection

Personal information collected during registration is used solely for administering exams and registering candidates with the awarding organisation. Data is handled in accordance with UK data protection legislation.

11. Acceptance of Terms

By submitting an exam booking or attending an exam at PL6 Learning Hub, candidates confirm that they have read and accepted these terms and conditions.