



UKiset Policies and Procedures

Policies

Operational policies:

Test Results are final, valid for one year and can only be retaken 3 times a year every 4 month. Only the most recent test results will be counted as valid.

Schools have no obligation to consider a candidate based on their UKiset results and/or accept UKiset Profiles as a form of application

Test centres will arrange tests on their own terms. UKiset can request specifications on location and timing but the final decision lies with the test centre.

Refunds are only possible if the test has not been taken within 90 days of registration. All refunds are subject to a £35 administration fee.

By registering, responsible adults (families/agents) agree to the candidate's information being shared with test sites and nominated schools

UKiset has final say over who can administer tests on our behalf - only UKiset has the right to accredit test sites.

Responsibility of Families, Agents and Guardians

Families, Agents or Guardians must provide correct and truthful information on the candidate. This includes spelling accuracy of names, correct ID, and date of birth information as well as an appropriate photo that is the true likeness of the candidate.

Families, Agents or Guardians must complete payment for the test for their registration to be valid

Families, Agents or Guardians must select schools they want to apply for independently.

Families, Agents or Guardians must confirm their test date and location with the relevant test centre prior to the test being taken.

Responsibilities of Test Centres:

Test centres must confirm agreed test dates with families and candidates prior to the test being taken

Test centres must ensure that families, agents, or guardians receive login details necessary for UKiset in advance of the test day.

Test centres must read through the invigilation instructions which are provided by UKiset and administering the test honestly and correctly as explained.



Test centres must scan and send the candidate's essay to UKiset no later than 2 days after that test date.

Test centres must invoice UKiset for invigilation, report any errors, complications, or malpractice during the test.

Responsibilities of Schools

Schools will respond to candidates directly regarding their application.

Schools will always receive a full report directly from UKiset regarding a candidate. If they initially receive the results through families, agents, or guardians they must contact UKiset for a full report.

Schools must be open and clear about their policy regarding UKiset and report suspicious profiles to UKiset immediately for investigation.

Procedures

Registration

UKiset aims to process registrations within 2 working days of payment received after which the registering party will receive a final confirmation email.

UKiset will send test arrangement information to families unless an agent is involved that also functions as a test centre, in which case UKiset will liaise with agent directly.

UKiset will save relevant data regarding registration details and results on the candidates record.

UKiset will send login details to test centres once test site for a registrant is confirmed. The test location as well as invigilator will be saved in the candidate record.

Results

UKiset aims to process results within 3 business days of the test taking place given that the relevant test centre has scanned and sent the candidate's essay to UKiset in time.

UKiset will send results profiles to any pre-selected schools at the same time as families, agents and guardians are sent the results. Families, agents, and guardians can contact UKiset to request school selections up to one year after their test date.

UKiset will send results profiles to first five selected schools free of charge. Any additional request to share results will be charges £50 for each subsequent selection.