



Woodhouse Grove School

Private Candidate Information

MAY-JUNE
2019

Thank you for your enquiry about using this centre to complete your examinations. I hope the following information will answer your questions and help you to decide whether or not to proceed.

Qualifications and Examination Boards Available

We provide private candidates the opportunity to sit Functional Skills Maths (Edexcel), GCSE, IGCSE and GCE A/AS level **written** examinations (both old and new specifications) offered by the following boards:

EDEXCEL

AQA

OCR

WJEC

Cambridge International

Cambridge and Oxford University Admission Tests (Cambridge Assessments)

Exceptions

Generally, we are **unable** to offer qualifications that include a **controlled assessment, NEA or a practical element** with the exception of:

- GCSE English Language spoken language endorsements
- AQA A/AS level speaking tests: French, German or Spanish
- AQA GCSE Urdu
- Edexcel GCSE Greek
- Edexcel IGCSE: French, German, Spanish, Chinese or Russian
- Edexcel A level: Urdu, Chinese or Russian (**New specifications are not so accessible – please ring for information.**)
- Cambridge International AS/A level Biology, Physics and Chemistry science practical exams
- Any specification **re-sit** where the coursework/NEA/practical mark can be **carried forward** (e.g English Spoken language endorsement, science practical endorsement both A level and GCSE, GCE English, History, Geography NEAs)

International IGCSEs

Cambridge International and Edexcel offer a range of subjects at IGCSE level that do not require a practical or coursework component. These qualifications are good alternatives for those who study independently or are home-schooled [some are available both in November and May/June (Cambridge International), January and June (Edexcel)]. They are generally accepted by UK universities.

Access Arrangements

The JCQ have clarified regulations with respect to applications for Access Arrangements for private candidates. This centre must now:

Undertake the necessary and appropriate steps to gather an appropriate picture of need and demonstrate normal way of working for a private candidate. This includes distance learners and home-educated students. The centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. The centre must comply with the obligation to identify the need for, request and implement access arrangements.

If you require special arrangements (reasonable adjustments) to access examinations and hold the necessary recent evidence (medical or psychological), please contact me to discuss your requirements **before** making an application. The earlier our SENCO is informed (up to 2 years before the exams will be taken), the more likely we will be able to put the necessary arrangements in place. This does result in an additional financial cost because of the extra work involved. **Places for candidates who require access arrangements are very limited.**

Deadline for Entries

This is the last opportunity to make an exam entry without additional late fees guaranteed. Other entries submitted before the exam boards' entry deadline (February 21st, 2019) will be processed without late fees, if possible.

May/June Series (Entries accepted from Monday 19th November)

The deadline for exam entries is:

Friday 8th February 2019

Entry Fees

EXAMINATION FEES	COST OF ENTRY	COST OF LATE ENTRY	COST OF VERY LATE ENTRY
FUNCTIONAL SKILLS (MATHS)	£75.00	N/A	N/A
GCSE (ALL EXAM BOARDS)	£100.00	£145.00	£200.00
GCSE DOUBLE AWARD SCIENCE	£175.00	£255.00	£350.00
EDEXCEL IGCSE	£115.00	£165.00	£235.00
EDEXCEL IGCSE DOUBLE AWARD SCIENCE	£195.00	£300.00	£415.00
CAMBRIDGE INTERNATIONAL IGCSE	£130.00	£190.00	£250.00
CAMBRIDGE IGCSE CO-ORDINATED SCIENCE	£220.00	£310.00	£420.00
LANGUAGE SPEAKING TEST (NOT AQA AS/ADV LEVEL)	ENTRY FEE + £40.00	LATE ENTRY FEE + £40.00	VERY LATE ENTRY FEE + £50.00
AS/A LEVEL UNIT (OLD SPECIFICATION)	£72.00	£100.00	£145.00
AS LEVEL (LINEAR/NEW SPECIFICATION)	£145.00	£215.00	£295.00
A LEVEL (LINEAR/NEW SPECIFICATION)	£280.00	£400.00	£530.00
AQA A LEVEL LANGUAGE SPEAKING TESTS	ENTRY FEE +£100.00	N/A	N/A
AQA AS LEVEL LANGUAGE SPEAKING TESTS	ENTRY FEE + £65.00	N/A	N/A
CAMBRIDGE GCE SCIENCE PRACTICALS EXAMS	£225.00	£225.00	N/A
CAMBRIDGE ASSESSMENTS	PLEASE COMPLETE CORRECT APPLICATION FORM FROM CAMBRIDGE ASSESSMENT WEBSITE AND EMAIL TO THE ADDRESS BELOW		
STEP	£110.00	£135.00	N/A
OTHER CHARGES			
ACCESS ARRANGEMENTS ASSESSMENT (CENTRE APPROVED – WORD PROCESSOR, REST BREAKS, OVERLAYS, SEPARATE INVIGILATION)	TO COLLECT EVIDENCE OF HISTORY/ PICTURE OF NEED, NORMAL WAY OF WORKING. COMPLETE DOCUMENTATION.	£ 35.00 PER HR (USUALLY £35.00)	
ACCESS ARRANGEMENTS ASSESSMENT (REQUIRING EXAM BOARD ONLINE APPROVAL AND ASSESSMENT – EXTRA TIME, READER, SCRIBE)	TO COLLECT EVIDENCE OF HISTORY/ PICTURE OF NEED, NORMAL WAY OF WORKING AND REQUIRED ASSESSMENTS. COMPLETE DOCUMENTATION. MAKE APPLICATION FOR ACCESS ARRANGEMENTS APPROVAL.	£ 35.00 PER HR (USUALLY £90.00)	
ENTRY AMENDMENT FEE	PRICE ON APPLICATION		
EXAM CLASH SUPERVISION	£15 PER HOUR		
SEPARATE VENUE/INVIGILATION (IF AVAILABLE/REQUIRED)	£20 PER HOUR		

Exam fee includes: exam board entry fees, administration charges (entries and results) and invigilation fees, postage of results, tracked postage of certificates.

If you require help calculating the fees, please contact me.

Deadlines for Refunds

**May/June series: Thursday 21st March - OCR,
Friday 19th April - AQA and Edexcel**

If you decide to withdraw from a booked exam before the exam board refund deadline you will be entitled to a refund of the exam fees paid less a £40.00 administration charge. (There are **no refunds** for **late entries** (all exam boards) or for **any Cambridge International** or **WJEC/EDUQAS** exam entries). If you decide instead to defer your exam entry/entries to the next available exam series, a refund of fees is not available at a later date.

What next? – Complete the application form

In order to proceed with exam entries, you will need to complete the application form to confirm your personal details and the papers you wish to sit. Please complete the **word document**, if possible. If not, an editable PDF is available. You may need to download the **Adobe Acrobat Reader App** to be able to edit on a phone or ipad. Please **complete either form digitally** and **return by attaching to an email**.

Check syllabus requirements

Before making an application, you must check the specification/syllabus produced by the exam board to ensure that you are fully aware of the regulations and requirements involved. These can be found by searching the exam board websites on the internet.

Identify your entry codes

Entries are made using a specific entry code. For some **GCSEs/IGCSEs** a letter can be added to the code to identify different options e.g. H for higher tier, F for foundation tier. It is vital that you supply the correct entry code. Making amendments after the entry deadline can prove expensive. Entry codes can be found by searching the exam board entry handbooks on-line. If you require confirmation of entry codes, please contact Alison by email or phone.

Request AS or A level grades (cashing-in)

With modular or unitised specifications (*unreformed qualifications/old specifications*) AS or A level grades are **not awarded** unless a certification/aggregation/ or cash-in code is entered. This code instructs the exam board to add together all the module marks and apply an overall grade. Although you can sit old specification exams at more than one centre, the cash-in code must be requested at **one centre only**.

Find your Unique Candidate Identifier (UCI)

If you have completed exams before, you will need to supply your UCI (Unique Candidate Identifier) number. This is a **12-digit number followed by a capital letter** that can be found on previous statements of entry or results. It is also contained as part of a longer code found on the bottom of some certificates. Please contact your previous exam centre to ask for your UCI, if necessary. If you have never taken exams before, or took your exams before 1998, or whilst abroad, you will need to be allocated a UCI; so, please type 'NONE' in the relevant box. **IMPORTANT: If you are going to sit exams at more than one centre, or complete a qualification you have already begun, or need to carry forward coursework/NEA or practical results, you must use the same UCI number.**

Unique Learner Number (ULN)

If you have been assigned a ULN (Unique Learner Number), please supply it so your new qualification can be added to your personal learning record. If born after September 1995, you should have a ULN. Others involved in education recently may also have a ULN.

Other Requirements

1. If possible, please insert, a recent, clear, digital, passport type photo into the photo box on the application form. It can be a 'selfie' taken on your phone. Or just attach or paste the photo to an email.
2. Email a scan or photograph of the photo page of your passport and/or your photo driving licence for ID purposes. Other Photo IDs are accepted for example school/college/university IDs. **This photo ID will then need to be brought to this centre on the day of each exam.**
3. Pay the exam fee.
 - a. **PREFERRED OPTION:** To pay with a credit/debit card, over the phone, you should ring the EXAMS OFFICE on **0113 2386072**
 - b. To pay by bank transfer:

SORT CODE	40-02-06
ACCOUNT NO	90010251
ACCOUNT NAME	WOODHOUSE GROVE SCHOOL
REFERENCE	(your name) Exams
 - c. To pay by cheque, please make payable to 'Woodhouse Grove School'

- d. To pay in cash, please visit the school and make your way to the reception (glass tower in the sports hall complex). Please email beforehand to make sure Alison is free to meet you.

It is school policy never to enter private candidates without prior payment.

Having processed your application form, I will email you:

- a. A statement of your exam entries.
- b. Your exam timetable.
- c. A fee invoice/receipt

Please keep these documents safe to be well prepared for your exams.

If you would like to visit the school to familiarise yourself with your exam venue, there will be a tour of the exam venues and the opportunity to ask any questions on Sunday 28th April 2019 at 2.30 pm. Please register your interest by email.

WARNING: It is your responsibility to double check that you have been entered for the correct exam papers and that you attend this centre on the correct date and time to complete the exam.

Should you require further information or help, please do not hesitate to email me:

Alison Humphreys

Exams Officer

Email: humphreys.a@woodhousegrove.co.uk

or exams@woodhousegrove.co.uk

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