



Woodhouse Grove School

Private Candidate Application Form 2018-2019

For Office Use only:

Date received:	
Payment received:	
I.D. Document:	
Photograph:	
Date docs sent:	
Candidate Number	

Please select an Exam Series: **NOVEMBER** **JANUARY** **MAY/JUNE**

Surname				Please click in the box above to browse files and insert a digital passport type photo. Alternatively, attach or paste your photo into an email.		
Forenames						
NOTE: You must register using your full legal name as recorded on your birth certificate and passport.						
Date of Birth --/--/----		Title Mr/Mrs/Ms/Miss				
Address						
Postcode		Sex: F/M				
Email address						
Telephone Number		Mobile Number				
UCI Number		SEE NOTES: Unique Candidate Identifier - 12-digits followed by a capital letter. Found on statements of entry or results/certificates.				
ULN Number		SEE NOTES: Unique Learner Number - 10-digit number found on certificates or results slips.				
Access Arrangements: Yes/No						
If yes, which AAs are required?						
State AA evidence available						
I have entered examinations at this centre before. Yes/No						
Which re-sit subjects require the NEA/ coursework/science or other practical results to be carried forward:						
Details of my required papers (It is the candidate's responsibility to check that the correct entry codes are supplied)						
Exam board	Qualification	Subject/Title	Re-sit Y/N	Entry code	Cash-in code	Fee
AQA, EDEXCEL, OCR, WJEC or CIE	GCSE, IGCSE, GCE AS LEVEL, GCE A LEVEL, FUNCTIONAL SKILLS			GCSE or IGCSE maths also add tier of entry H - higher or F - foundation	Yes or No This will give you an overall AS or A level grade. OLD SPEC. ONLY	
						£
						£
						£
						£
						£
						£
ANY OTHER CHARGES						£
TOTAL FEE:						£

ENTRY DEADLINES (For Entries without late fees)

The deadline for **November exam entries is Monday 1st October 2018.**

(Entries accepted from Wednesday 5th September 2018.)

Except for CIE – Deadline – Thursday September 20th 2018. (Entries accepted from Wednesday 5th September 2018.)

The deadline for **January exam entries is Monday 15th October 2018.** (Entries accepted from Monday 10th September.)

The deadline for **Summer (May/June) exam entries is Friday 8th February 2019.** (Entries accepted from Monday 12th November.)

CHECKLIST - *Your entry cannot be processed without providing all the following:*

1. A completed **application form**
2. A **digital passport type photo** – head and shoulders shot (can be taken on your phone and inserted overleaf)
3. A **scan or photograph of your PHOTO ID** (passport or driving licence (preferred) or alternatively, an official document stating your name and showing a recent photo, e.g. college ID)
4. **Payment of exam fees. Please use the exam fee table on the information sheet to calculate the total fees payable.** (Please email me if you are unsure of the fee.)

I will pay my fees by: CREDIT/DEBIT CARD

BANK TRANSFER

CHEQUE

CASH

PAYMENT OPTIONS

- a. **By credit/debit card: (over the phone)** Ring the school on 0113 2386072 to speak to Alison in Exams. (**PREFERRED OPTION**)
- b. **By bank transfer:**
SORT CODE 40-02-06
ACCOUNT NO 90010251
ACCOUNT NAME WOODHOUSE GROVE SCHOOL
REFERENCE (YOUR NAME-EXAMS)
- c. **By cheque:** Please make cheques payable to 'Woodhouse Grove School'.
- d. **In cash:** Please email beforehand to make sure there will be someone available to take your payment. Then visit the school and make your way to the reception (glass tower in the sports hall) and ask for Alison Humphreys.
- e. Only complete the card details below, if you wish us to process a direct payment from your credit/debit card. (**WARNING: Please remember that email is not secure ONLY COMPLETE IF YOU ARE SENDING THIS FORM PASSWORD PROTECTED.**)§

CARD NUMBER:																				
START DATE:			/				EXPIRY DATE:			/										
CVS:				3 DIGITS ON THE BACK OF YOUR CARD																
NAME:														DATE:						

DECLARATION

I declare this information to be true. I am the candidate, or the person responsible for the candidate (if under 16 years) in the photograph overleaf. I understand that any attempt to deceive, plagiarise or adopt any form of malpractice will be reported to the awarding organisations. No refunds will be given in these circumstances.

I acknowledge it is my responsibility to provide the correct personal and exam information and that any changes may result in an extra administrative fee. In addition, it is my responsibility to make sure that I have received my exam timetable and that I arrive on the correct date and time to complete my examinations successfully.

Please add your initials to this box to agree to the declaration.

PRIVACY NOTICE

About us

This privacy notice explains how Woodhouse Grove School will use the personal information you provide through this form. Woodhouse Grove School is an independent, coeducational, day and boarding public school and Sixth Form for pupils ages 3 to 18.

Why we need your data

The personal data collected in this form is needed in order for this exam centre to enter candidates into the requested exam papers.

What we do with your data

The personal data you provide is processed by our staff in the UK, however some of the school's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers.

I give my permission for Woodhouse Grove School to process the personal data provided in this form for exam related administrative activities which includes sharing this information with the exam boards as necessary.

Please add your initials to this box to agree to the declaration.

How long we keep your data

The school will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason.

Your rights

If at any point you believe the information we process on you is incorrect, you can request to see this information and have it corrected or deleted. Where the school is relying on consent to process personal data, any person may withdraw this consent at any time.

If you wish to withdraw consent or raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated here: data@woodhousegrove.co.uk. If you are not satisfied with our response, or believe we are not processing your personal data in accordance with the law, complaints can be sent to the Information Commissioner's Office <https://ico.org.uk/>

Further Information

Further detail on everything covered above can be found on the school's privacy policy which is available upon request or here: <http://www.woodhousegrove.co.uk/wp-content/uploads/2016/04/WGS-Privacy-Policy-2018.pdf>

PLEASE EMAIL THE COMPLETED FORM WITH YOUR PHOTO TO: Alison Humphreys, Exams Officer

Email: humphreys.a@woodhousegrove.co.uk or exams@woodhousegrove.co.uk

Woodhouse Grove School

Apperley Bridge

West Yorkshire

BD10 0NR

Exam Centre Number: 37601

Telephone Number – Switchboard: 0113 2502477 or Direct line: 0113 2386072

www.woodhousegrove.co.uk