



# Aldercar High School

## Private Candidate procedure

### 2024/25

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Adam Blake	
Date of next review	September 2025

## Key staff involved in the Private Candidate procedure

Role	Name(s)
Head of centre	Clare Hatto
Exams officer line manager (Senior Leader)	Adam Blake
Exams officer	Emily Biggs

## Principles

Private candidates are people who wish to enter external examinations through our centre but who are not on the school roll.

## Timescales

The deadline for entries is set by the Exam board. The initial information must be received by the Examinations Office in sufficient time to allow the entries to be made and any queries dealt with. All issues regarding an entry must be resolved by the Exam board deadline otherwise any late fees will be payable by the candidate.

## Costs

In addition to the exam fees an administrative charge for each candidate of £25.00 per qualification is payable. This is to cover the use of Exams Office time in talking to you about the entries to be made and to cover the administration costs of making the entries, organising and running the exams.

There will also be an additional cost for invigilation/room. The cost of the extra invigilator may be split between any private candidates taking the exam.

The admin fee does not include any other service and does not commit the school to doing anything but enter the candidate for the exams and run them.

If you decide to withdraw only the Examination Board fee will be refunded and only if the withdrawal is made before the Exam Board deadline for a refund expires.

## Personal Details

The attached form requires completion upon application to sit an exam at Aldercar High School.

## Special Needs

Please advise the Examinations Officer as soon as possible if the private candidate has any special needs which need to be addressed while he or she is taking the exam. It is the responsibility of the candidate to provide any evidence required to support such need. The Exams officer will make any arrangements on the day and if any cost arises due to these arrangements, these will be payable by the candidate.

## Exam Entry details

The attached document also covers the exam entries to be made. The Exams Officer will help as much as possible but it is the responsibility of the candidate to advise us for which exams (including the Exam Board and exam code numbers) entries are to be made.

## On the Day of the Exam

External candidates must arrive at the school no later than 30 minutes before the start of the examination. Candidates must bring photo-ID with them and display this upon arrival at the school.

## **Results**

Details about arrangements for collecting results will be posted on the school web site. If you cannot attend at the specified times you can arrange for your results to be e-mailed to you by putting it in writing to the Exams officer. You may also arrange for someone else to collect results on your behalf but again you must put this in writing to the Exams Officer advising who will collect and they must come with evidence of their identity.

## **Certificates**

Certificates should normally be collected in person as they have to be signed for. They will be available for collection from the school reception from the 01 January 2026.

## **Payment**

We ask for payment in advance. No entries will be made until full payment is received.

## **Examination dates**

We will ensure that full information about the dates and times of any examination is sent out in good time, along with instructions about where and when to report for the examinations.

It is the responsibility of a private candidate to attend at the appropriate time for the examinations. The examinations will start on time and will not be delayed until you arrive. We will not chase you on the day.

The school will endeavour to pass on any relevant information, pre-release material and any other documents as quickly as possible.

## **Visiting the school**

If you visit the school and also on exam days, you must report to reception.

You will be signed in and given a visitor's badge which must be worn during your visit and you will be accompanied on school premises at all times.

Please do not wander around the school site unescorted.

## Preliminary entry form

Please complete the white boxes below in BLOCK CAPITALS

Section 1 PERSONAL DETAILS			
Surname		First name	Middle name(s)
Title	Gender	Date of Birth	Email address
Address (including postcode)		Contact telephone number(s)	Enter any previous known exam numbers below
			UCI:
			ULN:
Section 2 EXAMINATION(S) DETAILS			
Qualification type e.g. GCSE	Awarding body		Exam series (month & year)
Specification (Subject) title	Specification (Entry) code (include option code if applicable)		Unit entry code(s) (if applicable for a unitised specification)
Section 3 ACCESS ARRANGEMENTS or other information relevant to your entry			
Are you eligible for access arrangements in examination(s)? Appropriate evidence must be provided to support this			
<b>YES / NO</b> <i>Circle your response</i> If <b>Yes</b> , provide details here:			
<p><i>This does not guarantee access arrangements approval. Further communication on this will follow in due course. Consideration will be given to any access arrangements or reasonable adjustments that may need to be put in place. Where appropriate, the centre will lead on the required processes in identifying the need for, requesting and implementing access arrangements.</i></p>			
Section 4 IDENTIFICATION - photographic ID is required to verify your identity			
Driving Licence Number <b>OR</b> Passport Number		<i>Copy of photo driving licence OR copy of photo page of passport must be attached<sup>1</sup></i>	

**FOR EXAMS OFFICE USE ONLY**

<sup>1</sup>If the centre agrees to accommodate your exam(s), the original of this photo-ID must be brought to each exam

**Signature** .....

By signing here, I am confirming I understand all information and points to note on pages 1 and 2 of this document

**Date of signature**.....

Initial payment received £	<b>YES/NO</b>
Evidence to support AA received	<b>YES/NO</b>
Copy photo-ID attached	<b>YES/NO</b>