

FREQUENTLY ASKED QUESTIONS

What exam boards can you accept entries for?

We can register you for written exams with the following exam boards: AQA, CIE, PEARSON/EDEXCEL and OCR

We are unable to register you for oral exams, listening exams, coursework requiring supervision, science practical or Art & Design components. If you are unsure whether this applies to your exam, please call us.

I have written coursework with my exams – can I enter through you?

As a private candidate we can only accept coursework entry if it is not supervised and is authenticated by a tutor. If you are studying with a distance learning organisation then your tutor should be able to authenticate your coursework for you. Please check with them.

Can I register for practical examinations at your centre?

No, please read the first paragraph above for the exams we can register you for. We may be able to advise you of other centres that can accept you so please call us if you're stuck.

Can I register for Oral examinations at your centre?

No, please read the first paragraph above for the exams we can register you for. We may be able to advise you of other centres that can accept you so please call us if you're stuck.

I've taken some exams at a different centre – can I transfer part way through my qualification?

Yes, we can still register you so long as it is with the same awarding body and you provide your Unique Candidate Identifier (UCI) number. If you are transferring across exam boards then this will depend upon each board and we advise you to contact us before submitting a registration form.

What can I expect when I register for my exams through the Marine Society?

All exams take place at our location in Lambeth Road, London. For service personnel only who have been drafted overseas we may be able to offer an alternative. Please contact us to discuss.

How soon should I get my registration form in?

We would advise you to submit your registration forms as soon as possible. We work on a first come first served basis and once full will not be able to accept any more candidates.

Registration for the November and January sessions opens in July.

What does "Cash-in" mean

AS/A2 and some GCSE qualifications are made up of modules. When you have completed all the modules leading to a qualification then you can "cash-in" your marks and receive an overall grade and certificate.

I am serving in the armed forces and may be drafted at short notice – can I still sit my exams?

We may be able to make alternative arrangements for you depending on your location. Contact us to find out.

Where can I find the timetable for my exams?

We strongly advise you to look at the timetable before registering so you are clear on the dates and times of your exams.

Timetables are available on the individual exam board websites. The websites are:

AQA	aqa.org.uk
CIE	cie.org.uk
PEARSON/EDEXCEL	pearson.com
OCR	ocr.org.uk

Can I change the date or time of my exam?

No, the exams are set by the exam board and are not negotiable.

Can I register after the exam entry deadline?

It may be possible to register you but there are additional fees. Please see the registration form for more information.

I'm studying through a distance learning college but wish to register for my exams with the Marine Society as a private candidate. Do I need to advise them of my intentions?

We advise you to ensure that your tutor is aware that you wish to sit your exams and with which organisation.

The distance learning college I'm enrolled with will authenticate my coursework. Do you accept this coursework as part of my registration?

Yes, so long as your coursework is being submitted to us along with the required private candidate documents and within the time limits set by us.

What if my circumstances change?

If you have been registered for your exams then we advise you to contact us as soon as you are aware of any changes in circumstance that may affect your exams.

What if I'm not happy with my results?

If you're not happy with your results then we advise you to contact us as soon as possible to discuss.

How will the Marine Society communicate with me throughout?

We will communicate by email. It's therefore very important you provide us with a valid email address when you complete the registration form.

I'll struggle to make it to London, can you arrange for me to sit at an alternative college?

Unless there are extenuating circumstances then we expect you to travel to our location here in London for your exams. Extenuating circumstances do not include being on holiday. The final decision for such a request lies with the exam board.

I've sent you my registration form what happens next?

We will contact you to acknowledge receipt of your form. Once you've been registered we will send you your candidate statement of entry and finalise the arrangements for your exams.

What are access arrangements?

Access arrangements are special arrangements put in place for an individual candidate to ensure that they are not disadvantaged when sitting an examination. This includes candidates with learning or physical disabilities or severe illness at the time of the exam.

Can I request access arrangements?

Only if you have the evidence to back up your request. We advise you to contact us to discuss your requirements before submitting a registration form.