

PRIVATE CANDIDATE EXAMINATION REGISTRATION FORM

This registration form should be filled in accurately and clearly with all the required information. Please provide a copy of photographic identification with your completed registration form. This can be a passport, national ID card or driving licence.

Please indicate the exam session and year entry:

Summer – May/June November January

Forename(s) Surname

Date of birth (DD/MM/YYYY) // Male Female

Address

 Postcode

Home tel Mobile

Email

We will use your email address to confirm registration unless you indicate otherwise

Fees (the awarding body fee includes invigilation and administration costs)

	IGCSE	UNREFORMED AS/A2 (GCE) LEVEL	REFORMED LINEAR AS LEVEL	REFORMED LINEAR A LEVEL
Entry fee	£170 per subject	£130 per module	£185 per subject	£235 per subject
Late entry fee	£225 per subject	£170 per module	£255 per subject	£355 per subject
Very late entry fee	£280 per subject	£210 per module	£325 per subject	£475 per subject

AS/A2/A Level	Exam Board (AQA, CIE, PEARSON/EDEXCEL, OCR)	Subject/title of unit	Unit code (please indicate which option if relevant)	Payment fee (£)

Certification: For some GCE modular specifications you need to let us know whether you would like to “cash-in” and receive a grade for the whole qualification.

You should only request a “cash-in” if you are completing the qualification this session and do not intend to take any further exams in this subject in the future.

Cash-in my qualification? Yes No

Unique Candidate Identifier (UCI) number

You should provide this number if you have been registered for GCSEs or AS/A2 level qualifications in the past. You’ll find it on any previous correspondence you’ve had with exam boards.

Conditions of entry

We can only accept candidates that will be aged 16 or above at the time of taking the exam.

We do not accept candidates that require controlled assessments, practicals, coursework or oral examinations.

It is your responsibility to ensure that the exams you wish to take are available to private candidates and that the details you have provided on this form are correct. You must also make sure that the exams do not clash with any others you take.

We do not accept entries for supervised coursework, language oral tests, language listening tests or practical subjects. However candidates who wish to carry forward marks for a previous session and supply a valid candidate statement of results at the time of entry will be accepted.

We will communicate the information you provide in this form to the appropriate exam board in order to progress your entry. We will not be held responsible for any errors or omissions you may make in providing this data to us.

You are advised to find out the date and time of your exams independently (from the exam boards' websites) and ensure that you are available on these dates. Refunds are not possible unless there are exceptional circumstances (bereavement of an immediate relative or serious illness). Any refunds agreed will be subject to a 20% administration fee to cover the exam board fees. Late entries or late amendments will incur additional fees.

Full terms and conditions of entry are available in a separate document for download from our website. By signing this form you are acknowledging that you have read and understood the Conditions of Entry of this form and the additional Terms and Conditions document.

Please let us know anything else that you feel is relevant to your exam registration. This should include access or special arrangements relating to the exams you are taking.

Signed

Date / /

Parent/Guardian
If candidate is under
18 years

Date / /

Payment can be made by cheque or credit/debit card:

Name and address of cardholder

Postcode

Please select as appropriate:

Mastercard Maestro Visa Visa debit JCB

Card number:

Start date: / End date: / Security code:

For office use only

Accepted Not accepted

UCI number

Date registered

/ /

If not accepted reason and advice provided: