

Private Exam Candidates FAQ

- ❖ What is the process for registering to take exams?
 - Please fill out an Initial Enquiry Form, including details of the exams that you would like to take. We will then contact you to let you know if we can accommodate your requirements. There will then be a face to face meeting to finalise all of the details.

- ❖ What information and documentation will I need to register?
 - When we invite you to a face to face meeting you will need to bring photographic ID as well as any previous exam certificates if you have these. We will take a photograph at the meeting for future identification purposes.

- ❖ What information will I be sent?
 - After the first meeting you will be emailed details of the entries you have requested for you to check. This will then be followed by an exam timetable. Results will be emailed to you on the appropriate results day with certificates being sent by recorded delivery when we receive them.

- ❖ Who can take exams as a private candidate?
 - We can accept anyone from a home-schooled student taking their first external exams to people who need to take an additional qualification for career or university reasons.

- ❖ What qualifications are available?
 - At present we offer A Levels, AS Levels, GCSE and IGCSE. We can also offer some University entrance exams such as MAT, HAT and BMAT. Please contact us if there are other qualifications not listed here so we can discuss your specific requirements

- ❖ Which exam boards can I take exams with?
 - We can offer exams from AQA, CIE, OCR, Pearson Edexcel and WJEC.

- ❖ When can I take exams?
 - IGCSE exams can normally be taken in November, January and Summer exam sessions.
 - A Level, AS Level and GCSE exams can only be taken in the Summer exam session, unless you are resitting GCSE Maths or English in which case these can be taken in November.

- ❖ When is the deadline for entering exams?
 - November 2016 deadline = 26/09/2016
 - January 2017 deadline = 09/10/2016
 - Summer 2017 deadline = 06/02/2017

- ❖ When do exams take place?
 - Exam dates can be found on the appropriate exam board websites. For morning exams we start at 09.00 and for afternoon exams we start at 13.15.

- ❖ Where do exams take place?
 - We have a large and quiet exams hall based on the school site. Lift access is available should you need to use this.

- ❖ What about subjects with controlled assessment or coursework?
 - We are unable to authenticate controlled assessments or coursework for private candidates. If you are taking a qualification involving coursework or controlled assessment you should contact the relevant exam board who may be able to advise you on a distance learning centre or tutor who can authenticate your work. If you have already done coursework or controlled assessment it may be possible to carry forward your marks. Please contact us if that is the case.

- ❖ What about subjects with practical assessments or speaking exams?
 - We cannot accommodate private candidates for practical assessments. We may be able to offer speaking exams but please contact us to enquire about these.

- ❖ How much will it cost to take exams?
 - Please [click here](#) for a list of our fees. Payment can be made by cheque or bank transfer.

- ❖ In the past I have been diagnosed with special educational needs (SEN) and feel I may be entitled to extra-time or other access arrangements for my exams.
 - This is something that we are able to arrange. Please supply full details in the appropriate section of the initial enquiry form and be aware that you will need to be able to supply supporting evidence for the application to the exam boards to be successful.

- ❖ Can I get support for my studies?
 - We can give advice on general examinations administration, but we cannot offer subject specific tuition. However we may be able to put you in contact with someone who could offer private tuition.