

# **GCSE and A level exams TERMS AND CONDITIONS FOR PRIVATE CANDIDATES Policy**

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## GCSE AND A LEVEL EXAMS TERMS AND CONDITIONS FOR PRIVATE CANDIDATES

1. **"Data Protection Act 1998:** The information on this form will be held both electronically and as a hard copy for the purposes of student account administration within London PT College, and will be destroyed when the student leaves permanently and the student account is closed. Data will not be disclosed to any external without your express written consent.

### 2. . Accuracy of Entry Codes

It is vital that you provide clear unambiguous information with regard to the examinations you wish to be entered for. This means correct unit codes and (where relevant) option details. This is especially important in subjects with many different options such as Government and Politics, History and Religious Studies. Please note - if information supplied by prospective candidates is missing or in any way misleading or ambiguous, the entry will not be accepted. If you provide us with an entry option code which is valid and unambiguous, but you only discover on the day of the examination, when you are attempting to work through your question paper, that you have provided a code which is incompatible with the topics / themes / subject areas you have actually studied and therefore prepared for, there is nothing that we will be able to do to rectify the situation. Entry fees will NOT be refunded under these circumstances.

3. **UCI and ULN:** If you have not sat any examinations before in UK, you will not have a UCI or ULN. If you have a UCI and ULN then you can find it on your previous certificates and Statement of Entry, along with our school's Centre Number. Each examination that you sit will require your unique Candidate Number, as well as the Centre Number. So please take note of the numbers given to you.

### 4. Payment

When you register online for your examination(s), we will check your previous examination documentation (where relevant) plus your photographic ID. Once this has been done you will be sent an invoice which you should then use to make payment via bank transfer, by the deadline shown on the invoice. The registration will only be confirmed once payment has been received **in full**.

Deferred payments or instalments will not be accepted under any circumstances. If additional units or subjects are required after the initial registration of entries, these must be paid for in full (inclusive of any late entry fees where relevant) before the initial entries are amended.

### 5. Requests for refunds due to examinations entered but not taken

Refund requests linked to the Coronavirus (Covid-19) pandemic

Where you are unable or unwilling to take your examinations due to any issue linked to Coronavirus (Covid-19), you have two options:

i. To request a refund of your entry fees, as you have decided not to take any examinations at London PT College in a future session. This will be granted once we have your request in writing (e.g. an e-mail to our Examinations Officer quoting your 4-digit candidate number in the subject field), minus a deduction of £ 50 to cover the administration involved. All refunds must be **requested within the deadline** given by the Examinations Department, please check with the your exam board.

ii. To defer your examinations until the **next available session**. Once we have your request in writing, it will automatically be granted, with no extra charges incurred. No fees will be refunded for the aborted examination, equally there will be no administration fees or other charges charged for postponing your examinations to the next available session. Please note: if you postpone your examinations *beyond* the next available session, you will forfeit the entry fees you will have paid for the session aborted due to Covid-19-linked issues – there will be no refund, and the entry fees linked to any future examination session *after* the next available session will have to be paid in full, **at the rates which apply at that time**.

Refund requests NOT linked to Coronavirus (Covid-19)

**Refunds will NOT be issued in the event of cancellation or failure to turn up for the examination at the correct time under any circumstances.** In the event of exceptional circumstances – for example, a period in hospital which prevents the candidate from taking an examination – the entry will be deferred to a future examination session, which takes place no more than **one year** after the examination which was booked at the time the entries were registered and paid for. In the event that a candidate wishes to delay an examination beyond this period, then any future examination entries will have to be paid for, at the rate applicable at that time.

## 6. Access Arrangements

Prospective private (external) candidates who require extra time in their examinations should in the first instance email our exams office (exam@lptcollege.co.uk) to ascertain the up-to-date position with regard to available space. We commonly receive more applications from private candidates requiring extra time than we can possibly accommodate, even where the candidate is able to provide correct documentation. If we still have places for candidates requiring Access Arrangements, you will be asked in due course to provide ALL of the following documents:

- a. The most recent **Educational Psychologist's Report** for the candidate, including results of all tests.
- b. The Joint Council for Qualifications (JCQ) **Form 8** (all three sections 1, 2 and 3) which should have been completed and **signed** by an appropriately qualified specialist assessor at the candidate's previous school or college, as part of their application for additional time in examinations on behalf of the candidate. Unsigned forms will **not** be accepted; an electronic signature is acceptable. You must also provide a copy of the qualification certificate of the assessor who signed the completed form 8. We also require a completed and signed current JCQ Data Protection Notice.
- c. Examples of **recent pieces of written work** by the candidate, preferably in the subject(s) the candidate is seeking to take as a private (external) candidate. In addition, in order to comply with JCQ regulations external candidates **MUST** attend College and sit mock examinations or timed controlled assessments with the access arrangement in place in order that the college can confirm that the access arrangement remains appropriate.

We regret that we are **unable to accept** any applications from potential private (external) candidates who require a **reader or a scribe**.

**IMPORTANT: under no circumstances** will we accept applications from potential private (external) candidates who bring us **out of date** and/or **incomplete documentation**, promising to rectify the situation at a later date. Likewise, any requests for access arrangements linked to a medical condition must be backed up by a valid, up to date consultant doctor's certificate or hospital letter which describes the circumstances in as much detail as possible, and makes clear how the examination performance will be affected by the medical condition and/or any side effects caused by drugs which have been prescribed. A GP letter is **not** sufficient, and will not be accepted; the evidence **must** come from a consultant specialist dealing in the particular medical field for which the access arrangement is being sought.

No applications for access arrangements will be considered after the deadline shown in the sections on how to enter for AS/A level and GCSE / IGCSE examinations.

It is regretted that we cannot guarantee that we will accept every application from potential private (external) candidates requiring access arrangements. Our decision whether to accept a particular application is final and is non-negotiable.

## 7. Timetable Clashes

Clashes between examinations **taking place solely at London PT College** will be resolved by the Examinations Officer, and the solution will be indicated clearly on your Statement of Entry before it is posted to you. We will **not** consider any applications from prospective private (external) candidates who wish to take some examinations with us and other examinations which **clash** at a different school or college within the same examination session. Please be aware that we will only accept an application if **all** the proposed examinations are indicated on the entries section of our website as ones which are available to private (external) candidates intending to use London PT College as an examination centre.

We can **only** resolve clashes between **AS / A** level and/or **GCSE / iGCSE** examinations; prospective private (external) candidates who have university examinations which clash with the examination(s) a candidate wishes to take at London PT College should **not** apply to us as we will not accept the application. If a candidate registers with us as a private (external) candidate and withholds information from us about examination entries elsewhere which cause a clash, there will be **no refund** of entry fees at London PT College if the candidate is unable to arrive **at the time indicated**. It is the responsibility of any prospective private (external) candidates to ascertain the dates of any university examinations and check that they do not clash with the proposed examinations here **before** applying to us. A candidate who arrives late for the examination(s) at London PT College due to a clash with a university examination or examination at another school / college will **not** be guaranteed to be allowed the full time of the examination, and – depending upon how late he or she arrives – risks being marked absent on the official examination attendance register and not being allowed into the examination room at all. Again, in such circumstances there will be **no refund** of examination entry fees paid.

#### 8. Coursework / language oral tests / language listening comprehension tests / practical subjects

We will not consider applications from private candidates for coursework components, language oral tests (languages not available on the our website), language listening comprehension tests, examinations requiring a DVD player, science practicals or Art and Design. Applications from AS and A level candidates who wish to carry forward coursework marks from previous examination sessions, and who are able to supply valid documentation at the time of entry will be considered.

#### 9. What is covered by your examination entry fees?

When you register as a private candidate at London PT College, you will be entered for the correct examinations in the name given in your proof of identity; and we undertake to:

- provide you with your Examination Statement of Entry ("timetable")
- solve any timetable clashes for examinations at London PT COLlege.
- send you any relevant pre-release material at the earliest possible opportunity
- organise all your examinations efficiently
- ensure that your scripts are sent by secure delivery methods to the examination boards
- provide you with your results on the relevant day(s), plus information on post-results services.
- provide you with any post-results services you may request once these have been paid for

#### 10. What is NOT covered by your examination entry fees?

It is NOT our responsibility to recommend textbooks, or to provide you with specifications ("syllabuses"), past papers, mark schemes or examiners' reports. These can be downloaded from [www.aqa.org.uk](http://www.aqa.org.uk) , [www.edexcel.com](http://www.edexcel.com) or [www.ocr.org.uk](http://www.ocr.org.uk) as appropriate.

Please note that as an external (private) candidate we are not in a position to comment on your academic progress, so **we do not provide references for private candidates**. In the event that a private candidate misplaces their Statements of Results after we have provided the documentation, we are always prepared to provide the information to any employer, course director or other interested party who may request it, but **no references**.

#### 11. Courtesy

Most people who apply to be private (external) candidates are friendly and polite. On very rare occasions, we encounter people (in person or on the telephone) who fall short of accepted standards. All applicants should be aware that no centre is obliged to take on a private (external) candidate and that examination boards will not intervene if a centre refuses to accept an individual as a private (external) candidate. As with all other examination centres, we reserve the right to refuse to accept a prospective private (external) candidate and we are not obliged to give a reason if we decide not to accept an application. Our decision whether or not to accept an application from a private (external) candidate is final and non-negotiable.

Prospective private candidates will be asked to sign a declaration that they have read and understood the above *Terms and Conditions* before payment is accepted and entries are registered.