



Woodhouse Grove School Private Candidate Information

NOVEMBER 2021 JANUARY 2022 MAY-JUNE 2022

Thank you for your enquiry about using this centre to complete your examinations. I hope the following information will answer your questions and help you to decide whether to proceed.

Qualifications and Examination Boards Available

We provide private candidates the opportunity to sit the following **written** examinations:

FUNCTIONAL SKILLS MATHS (Edexcel)

GCSE

IGCSE

GCE A/AS levels

Offered by the following exam boards:

EDEXCEL

AQA

OCR

WJEC/EDUQAS

Cambridge International

Cambridge and Oxford University Admission Tests (Cambridge Assessments)

Exceptions

Generally, we are **unable** to offer qualifications that include a **NEA (non-examined assessment)** or a **practical element**. However, we may be able to offer the following exceptions, subject to availability:

- GCSE English Language spoken language endorsements
- AQA A/AS level speaking tests: French, German or Spanish **(NOT REQUIRED NOVEMBER 2021)**
- AQA GCSE Urdu **(NOT REQUIRED NOVEMBER 2021)**
- Edexcel IGCSE: French, German, Spanish, Chinese **(NOT REQUIRED NOVEMBER 2021)**
- Any specification **re-sit** where the coursework/NEA/practical mark can be **carried forward** (e.g English Spoken language endorsement, science practical endorsement both A level and GCSE, GCE English Language and Literature, History, Geography NEAs)

International IGCSEs

Cambridge International and Edexcel offer a range of subjects at IGCSE level that do not require a practical or coursework component. These qualifications are good alternatives for those who study independently or are home-schooled [**some** subjects are available both in November and May/June (Cambridge International); or November (2021 only), January and June (Edexcel)]. These qualifications are accepted by UK universities.

Access Arrangements

The JCQ have clarified regulations with respect to applications for Access Arrangements for private candidates. This centre must now:

Undertake the necessary and appropriate steps to gather an appropriate picture of need and demonstrate normal way of working for a private candidate. This includes distance learners and home-educated students. The centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. The centre must comply with the obligation to identify the need for, request and implement access arrangements.

If you require special arrangements (reasonable adjustments) to access examinations and hold the necessary recent evidence (medical or psychological), please contact us to discuss your requirements **before** making an application. The earlier our SENCO is informed (up to 2 years before the exams will be taken), the more likely we will be able to put the necessary arrangements in place. **Places for candidates who require access arrangements are very limited.**

ENTRY DEADLINES (For Entries without late fees)

This is the last date to make an exam entry without additional late fees guaranteed. Other entries submitted before the exam boards' entry deadline will be processed without late fees, if possible.

We DO accept late entries but there will be LATE FEES to pay.

The deadline for Autumn **2021 exam entries is:**

GCE A level: Wednesday 8th September. (Entries accepted from Friday 13th August)

GCSE: Friday 1st October (Entries accepted from Friday 20th August)

The deadline for CIE (October/November International A level and IGCSE entries) is:

Thursday September 16th (Entries accepted from Friday 13th August.)

The deadline for **January exam entries (Edexcel IGCSE ONLY) is:**

Friday 15th October 2021. (Entries accepted from Wednesday 8th September 2021.)

The deadline for **Summer exam entries - (May/June – all boards, all qualifications) is:**

Friday 11th February 2021. (Entries accepted from Wednesday 1st December 2021.)

DEADLINES FOR REFUNDS

October series:	ALL BOARDS:	To be confirmed
November series:	CAMBRIDGE (CIE):	Friday 17th September 2021
	ALL OTHER BOARDS:	To be confirmed
January series:	EDEXCEL IGCSE:	Friday 19th November 2021
May/June series:	CAMBRIDGE (CIE):	Friday 18th February 2022
	WJEC EDUQAS:	Wednesday 16th March 2022
	OCR:	Thursday 17th March 2022
	AQA & Edexcel:	Friday 15th April 2021

If you decide to withdraw from a booked exam before the exam board refund deadline (above), you will be entitled to a refund of the exam fees paid less a £45.00 administration charge. There are **no refunds for late entries** (all exam boards).

If the Government cancel the exams in June 2022, you will be able to choose whether to receive a refund less a £45.00 administration charge, or defer to the next available exam series at no extra charge. Unfortunately, Woodhouse Grove School is unlikely to be able to collect the evidence required to submit centre assessed grades for most private candidates. However, we will provide you with contact details for a centre who will attempt to collect the necessary evidence.

What next? – Complete the online application form

In order to proceed with exam entries, you will need to complete the application form to confirm your personal details and the papers you wish to sit. Please **click on the link to the online application form and complete**. Any difficulties please contact the exams office.

<https://www.cognitofrms.com/WOODHOUSEGROVESCHOOL1/WOODHOUSEGROVESCHOOLPRIVATEEXAMAPPLICATIONFORM>

Check syllabus requirement

Before making an application, you must check the specification/syllabus produced by the exam board to ensure that you are fully aware of the regulations and requirements involved. These can be found by searching the exam board websites on the internet.

Identify your entry codes

Entries are made using a specific entry code. For some **GCSEs/IGCSEs** a letter can be added to the code to identify different options e.g. H for higher tier, F for foundation tier. It is vital that you supply the correct entry code. Making amendments after the entry deadline can prove expensive. Entry codes can be found by searching the exam board entry handbooks on-line. If you require confirmation of entry codes, please contact us by email or phone.

Find your Unique Candidate Identifier (UCI)

If you have completed exams before, you will need to supply your UCI (Unique Candidate Identifier) number. This is a **12-digit number followed by a capital letter** that can be found on previous statements of entry or results. It is also contained as part of a longer code found on the bottom of some certificates (AQA). Please contact your previous exam centre to ask for your UCI, if necessary. If you have never taken exams before, or took your exams before 1998, or whilst abroad, you will need to be allocated a UCI; so, please leave the relevant box blank. **IMPORTANT: If you are going to sit exams at more than one centre, or need to carry forward coursework/NEA or practical results, you must use your original UCI number.**

Unique Learner Number (ULN)

If you have been assigned a ULN (Unique Learner Number), please supply it so your new qualification can be added to your personal learning record. If born after September 1995, you should have a ULN. Others involved in education recently may also have a ULN. This is a **10-digit number** that can be found on previous statements of entry or results. It is also contained as part of a longer code found on the bottom of some certificates (AQA). It is useful but not necessary to supply a ULN to make exam entries.

Other Requirements

1. Please upload, a recent, clear, digital, passport type photo into the photo box on the application form. It can be a 'selfie' taken on your phone.
2. Please upload, a recent, clear, digital, photo or scan of the photo page of your passport or your photo driving licence into the ID box on the application form. Other Photo IDs are accepted for example school/college/university IDs. **This photo ID will then need to be brought to this centre on the day of each exam.**
3. Pay the exam fee.

Once we have received and checked your completed application form, we will contact you to pay the fee with a credit/debit card, over the phone (EXAMS OFFICE **0113 2386072**).

It is school policy never to enter private candidates without prior payment.

Having processed your application form, we will email you:

- a. A statement of your exam entries.
- b. Your exam timetable.
- c. A fee invoice/receipt

Please keep these documents safe to be well prepared for your exams.

COVID PERMITTING

If you would like to visit the school to familiarise yourself with your exam venue, there will be a tour of the school and the opportunity to ask any questions on Sunday 3rd April 2022 at 2.30 pm. Please register your interest by email.

WARNING: It is your responsibility to double check that you have been entered for the correct exam papers and that you attend this centre on the correct date and time to complete the exam.

Should you require further information or help, please do not hesitate to email us:

Alison Humphreys | Exams Officer | +44 (0)113 250 2477 | Direct line: +44 (0)113 238 6072

Debby McLelland | Exams Assistant | +44 (0)113 250 2477 | Direct line: +44 (0)113 238 6072

Woodhouse Grove School, Apperley Bridge, Bradford, BD10 0NR

Exam Centre 37601

Email: humphreys.a@woodhousegrove.co.uk or McLelland.D@woodhousegrove.co.uk

or exams@woodhousegrove.co.uk

ENTRY FEES

THESE FEES MAY BE ADJUSTED ONCE THE EXAM BOARDS PUBLISH THEIR SUMMER 2022 FEES

EXAMINATION FEES PER QUALIFICATION (NOT PER PAPER)	COST OF ENTRY	COST OF LATE ENTRY	COST OF VERY LATE ENTRY
FUNCTIONAL SKILLS (MATHS)	£80.00	N/A	N/A
GCSE (ALL EXAM BOARDS)	£120.00	£165.00	£240.00
GCSE DOUBLE AWARD SCIENCE	£200.00	£300.00	£400.00
EDEXCEL IGCSE	£135.00	£190.00	£260.00
EDEXCEL IGCSE DOUBLE AWARD SCIENCE	£230.00	£330.00	£450.00
CAMBRIDGE INTERNATIONAL IGCSE	£135.00	£190.00	-
CAMBRIDGE IGCSE CO-ORDINATED SCIENCE	£230.00	£330.00	-
GCE AS LEVEL	£165.00	£240.00	£340.00
GCE A LEVEL	£315.00	£440.00	£565.00
LANGUAGE SPEAKING TESTS			
ENGLISH LANGUAGE ENDORSEMENT (AVAILABLE NOV 2021/JUNE 2022)			£40.00
GCSE/IGCSE MODERN FOREIGN LANGUAGE ENDORSEMENT (CHECK AVAILABILITY)			£60.00
GCE AS LEVEL SPEAKING TEST (CHECK AVAILABILITY FOR JUNE 2022)			£70.00
GCE A LEVEL SPEAKING TEST (CHECK AVAILABILITY FOR JUNE 2022)			£100.00
CAMBRIDGE ASSESSMENTS	PLEASE EMAIL US TO REQUEST THE APPLICATION FORM:		
BMAT	£110.00	£150.00	N/A
TMUA	£110.00	£135.00	N/A
ALL OTHER ENTRY TESTS	£55.00	N/A	N/A
STEP	TBC	TBC	N/A
OTHER CHARGES			
ENTRY AMENDMENT FEE	PRICE ON APPLICATION		
EXAM CLASH SUPERVISION	£15 PER HOUR		
TRANSFERRED CANDIDATE FEE	£45 ADMIN FEE + £15.00 PER HOUR INVIGILATION		

Exam fee includes exam board entry fees per qualification (NOT per paper), administration charges (entries and results) and invigilation fees, postage of results, tracked postage of certificates.