



# Woodhouse Grove School Private Candidate Information

NOVEMBER 2023

MAY-JUNE 2024

Thank you for your enquiry about using this centre to complete your examinations. We 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 these exam boards:

**PEARSON EDEXCEL**

**AQA**

**OCR**

**WJEC/EDUQAS**

**Cambridge International**

**Oxford University Admission Tests**

## Exceptions

Generally, we are **unable** to offer qualifications that include **non-examined assessments (NEA), speaking tests or practical components**.

However, we can offer entries in the subjects listed below:

- GCSE English Language spoken language endorsements
- Any specification **re-sit** where the coursework/NEA/practical mark can be **carried forward** (e.g English Spoken Language Endorsement, other speaking tests, A level science practical endorsement, GCE A level English Language, English Literature, History, Geography NEAs)
- We accept transferred written papers from other approved centres who will supervise, authenticate, and mark an NEA.

## International IGCSEs

Cambridge International and Pearson 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. Most subjects are available both in November and May/June but a few less popular options are only available in the Summer. 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:

**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 application without additional late fees guaranteed. Other entries submitted before the exam boards' entry deadlines will be processed without late fees, if possible. In all cases this is reliant on prompt payment of fees.

The deadlines for **Autumn 2023 exam entries** are:

**Edexcel iGCSE: Wednesday 13<sup>th</sup> September**

**CIE (International A level and IGCSE entries): Monday 18<sup>th</sup> September**

**GCSE (all boards): Friday 29<sup>th</sup> September**

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

**Wednesday 7<sup>th</sup> February 2024.** (Entries accepted from Friday 1<sup>st</sup> November 2023.)

**We DO accept late entries for a limited time but there are LATE FEES to pay.**

**PLEASE NOTE: NO FURTHER ENTRIES WILL BE ACCEPTED AFTER MONDAY 11<sup>TH</sup> MARCH 2024**

## **DEADLINES FOR REFUNDS**

<b>Autumn series:</b>	<b>CAMBRIDGE (CIE):</b>	<b>Wednesday 20<sup>th</sup> September 2023</b>
	<b>Edexcel IGCSE:</b>	<b>Thursday 13<sup>th</sup> October 2023</b>
	<b>ALL OTHER BOARDS:</b>	<b>Friday 29<sup>th</sup> October 2023</b>
<b>Summer series:</b>	<b>CAMBRIDGE (CIE):</b>	<b>Tuesday 20<sup>th</sup> February 2024</b>
	<b>WJEC EDUQAS:</b>	<b>Thursday 14<sup>th</sup> March 2024</b>
	<b>OCR:</b>	<b>GCSE: Wednesday 20<sup>th</sup> March 2024</b>
		<b>GCE: Friday 19<sup>th</sup> April 2024</b>
	<b>AQA &amp; Edexcel:</b>	<b>Friday 19<sup>th</sup> April 2024</b>

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).

## **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.cognitofirms.com/WOODHOUSEGROVESCHOOL1/WOODHOUSEGROVESCHOOLPRI/VATEEXAMAPPLICATIONFORM202324>

## **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 number)**

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, a Post office PASS card (<https://www.postoffice.co.uk/identity/pass-card>) or a CitizenCard (<https://www.citizencard.com/>). **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 send a link by email for you to make the payment.

**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.**

### **Pre-Exam Visits**

**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 14<sup>th</sup> April 2024 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:

Jane Norris | Exams Officer | +44 (0)113 250 2477 | Direct line: +44 (0)113 238 6072  
Woodhouse Grove School, Apperley Bridge, Bradford, BD10 0NR  
Exam Centre 37601

Email: [exams@woodhousegrove.co.uk](mailto:exams@woodhousegrove.co.uk)

[Norris.j@woodhousegrove.co.uk](mailto:Norris.j@woodhousegrove.co.uk)

## **PRIVATE CANDIDATE EXAM FEES**

**THESE FEES MAY BE ADJUSTED FOLLOWING ANY EXAM BOARD INCREASES**

<b>EXAMINATION FEES PER QUALIFICATION (NOT PER PAPER)</b>	<b>COST OF ENTRY</b>	<b>COST OF LATE ENTRY</b>
FUNCTIONAL SKILLS (MATHS)	£85.00	£120.00 (AQA)
GCSE (ALL EXAM BOARDS)	£160.00	£215.00
GCSE DOUBLE AWARD SCIENCE	£275.00	£375.00
EDEXCEL IGCSE	£170.00	£235.00
EDEXCEL IGCSE DOUBLE AWARD SCIENCE	£285.00	£400.00
CAMBRIDGE INTERNATIONAL IGCSE	£180.00	£255.00
CAMBRIDGE IGCSE CO-ORDINATED SCIENCE	£315.00	£465.00
GCE AS LEVEL	£195.00	£275.00
GCE A LEVEL	£365.00	£515.00
<b>LANGUAGE SPEAKING TESTS</b>		
ENGLISH LANGUAGE ENDORSEMENT (AVAILABLE NOVEMBER 2023 & JUNE 2024)		£40.00
<b>CAMBRIDGE ASSESSMENTS</b>	PLEASE EMAIL US TO REQUEST THE APPLICATION FORM:	
STEP	TBC	N/A
<b>OTHER CHARGES</b>		
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.*

**If you require help calculating the fees, please contact WGS EXAMS OFFICE 0113 2386072.**

### **DEADLINE FOR REFUNDS**

Partial refunds less the £45 admin fee are possible as long as entries are withdrawn before the exam board refund deadlines.

Please consult the **DEADLINES FOR REFUNDS** section above concerning the deadline dates.