



Woodhouse Grove School Private Candidate Information

AUTUMN 2024

SUMMER 2025

Thank you for your enquiry about using this centre to complete 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:

- IGCSE English Language (Edexcel – 4EB1) Autumn and Summer - RESIT ONLY
- GCSE English Language (Edexcel – 1EN2) Autumn and Summer - RESIT ONLY
- GCSE English Language (AQA – 8700) Autumn and Summer - RESIT ONLY
- IGCSE Mathematics (Edexcel – 4MA1) Autumn and Summer - RESIT ONLY
- GCSE Mathematics (Edexcel – 1MA0) Autumn and Summer - RESIT ONLY
- GCSE Mathematics (AQA - 8300) Autumn and Summer - RESIT ONLY
- A level Biology (AQA – 7402) Summer - RESIT ONLY
- A level Chemistry (AQA – 7405) Summer - RESIT ONLY
- A level Economics (AQA – 7136) Summer
- A level Mathematics (Edexcel – 9MA0) Summer
- A level Physics (AQA – 7408) Summer - RESIT ONLY
- A level Psychology (AQA – 7182) Summer
- A level Sociology (AQA – 7192) Summer

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
- Re-sits of qualifications where the coursework/NEA/practical/speaking mark can be carried forward

Access Arrangements

If special arrangements (reasonable adjustments) are required to access examinations, please contact us to discuss your requirements before making an application. Please note, evidence of need and normal way of working will be required, and access arrangements will only be awarded if the corresponding JCQ criteria are met. Collecting this evidence can be time consuming, so we recommend applications for candidates with access arrangements are submitted as early as possible, within the entry window, to allow us time to gather evidence and process the necessary paperwork.

Entry Deadlines

Completed applications submitted and paid for before the entry deadline will be charged at the standard rate.

No new applications are accepted after the entry deadline date.

An entry is not made until fees are received in full.

Autumn 2024

Entry deadlines:

- **Edexcel IGCSE: Wednesday 11th September 2024**
- **CIE IGCSE: Wednesday 18th September 2024**
- **GCSE (all boards): Wednesday 2nd October 2024**

Please note:

- No further applications will be accepted after the entry deadline has passed.
- Fees must be paid before the entry deadline, any application with outstanding fees after the entry deadline will be deleted.

Summer 2025

Entry deadlines:

- **All boards, all qualifications: Wednesday 12th February 2025.**
(Entries accepted from Monday 4th November 2024.)

Please note:

- No further applications will be accepted after the entry deadline has passed.
- Late fees will be applied to any summer application with outstanding fees after the entry deadline.
- All summer fees must be paid by 14th March 2025 (all boards except CIE). Summer fees for CIE exams must be paid by 20th February 2025. Any application with outstanding fees after 14th March 2025 (or 20th February 2025 for CIE entries) will be deleted.

DEADLINES FOR REFUNDS

Autumn series:	Cambridge (CIE) IGCSE:	Wednesday 18 th September 2024
	Edexcel IGCSE:	Thursday 10 th October 2024
	Eduqas GCSE:	Thursday 10 th October 2024
	AQA/OCR/Edexcel GCSE:	Thursday 17 th October 2024
Summer series:	CAMBRIDGE (CIE) IGCSE:	Wednesday 12 th February 2025
	WJEC/EDUQAS GCSE/A-level:	Thursday 13 th March 2025
	OCR GCSE:	Thursday 20 th March 2025
	OCR A-level:	Tuesday 1 st April 2025
	AQA & Edexcel GCSE/A-level:	Tuesday 1 st April 2025
	Edexcel IGCSE:	Tuesday 1 st April 2025

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 £65.00 administration charge. There are **no refunds** for **late entries** (all exam boards).

Complete the online application form

To proceed with an exam entry, you will need to complete the online application form to confirm the personal details of the candidate and details of the desired qualifications. Any difficulties please contact the exams office.

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. This is usually a four character code. For AQA and CIE this code is usually four numbers, for Edexcel, OCR and Eduqas it is usually a combination of numbers and letters. Some qualifications also have option codes that are added on the end to indicate a particular paper combination or entry 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 websites, looking at the qualification specification, or, in the case of re-sitting candidates, by looking at previous results slips.

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, please indicate this on your application form.

IMPORTANT: If you have sat exams previously, you are going to sit exams at more than one centre, or you need to carry forward coursework/NEA/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. 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.

Identification

When completing the online application you will need to 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.

When completing the online application form you will also need to upload a photo or scan of the photo page of your passport or your photo driving licence. 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/>). The ID needs to be in date and valid up to and including the date of your last exams. **This photo ID will then need to be brought to this centre on the day of each exam.**

Fees

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.**

EXAMINATION FEES PER QUALIFICATION		COST OF ENTRY	COST OF LATE ENTRY
GCSE		£200.00	£245.00
Edexcel IGCSE		£210.00	£265.00
CIE IGCSE		£220.00	£285.00
GCE A Level		£400.00	£530.00
LANGUAGE SPEAKING TESTS			
English Spoken Language Endorsement		£50.00	
CAMBRIDGE ASSESSMENTS		PLEASE EMAIL US TO REQUEST THE APPLICATION FORM	
STEP		TBC	N/A
OTHER CHARGES			
Entry amendment fee		Price on application	
Exam clash supervision		£20 per hour	

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.

Please note: Currently all supplies of examination services by an eligible body, such as Woodhouse Grove, are exempt from VAT on that basis the fees stated above are exclusive of VAT. If that position changes, VAT may become payable on the fees.

Partial refunds less the £65 admin fee are possible, if entries are withdrawn before the refund deadlines.

Entry Checking

Once your entry has been made with the exam board you will receive an email with a Statement of Entry and a timetable. Please keep these documents safe.

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. Corrections can be made before the entry deadline free of charge. Any changes after the entry deadline will incur a fee.

If you are entering exams with more than one centre in the same exam season it is your responsibility to check that you do not have any exam clashes (more than one exam scheduled for the same exam session). If you do have an exam clash you must notify us immediately.

Pre-Exam Visits for Registered Candidates

If you would like to visit the school to familiarise yourself with your exam venue, there will be a tour of the exam venue and the opportunity to ask any questions on Tuesday 22nd April 2024. Please register your interest by email in March.

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

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