



Private candidate: preliminary information and entry form

Further to your enquiry regarding accommodating your examinations; places offered to private candidates are limited and subject to conditions. This preliminary entry does not guarantee you will be accommodated at this centre.

You should fully complete sections 1-4 of the preliminary entry form on page 2 by inserting your responses in the white boxes provided. The form must then be signed to confirm your understanding and dated. Your form will not be processed until all requested information and supporting evidence (where required) is provided.

Please return the completed form with your initial payment of £100 to the exams officer.
The deadline for returning the completed form is 11th January 2019.

If the centre is able to accommodate your entry/entries, you will receive a provisional statement of entry and an invoice for examination entry fee(s). Final entries will not be submitted to the awarding body until the invoice has been paid.

In case of query, please contact Nicola Barlow on 01295 711567 ext 214 or
nbarlow@chenderit.northants.sch.uk

Points to note

- ▶ In addition to the awarding body exam entry fees, the centre charges a **minimum** administration fee of £100 for providing a private candidate service; this fee must be paid when returning your preliminary entry form. (The fee may vary due to the number of exams)
- ▶ You are responsible for ensuring the exams office receives all your entry/entries information on time
- ▶ Should your exam entry/entries and use of the centre's exam accommodation incur additional or other fees, including extra invigilation costs, these will be charged at a later date once the examination timetable is finalised; these additional fees, where incurred, must be paid at least one week before the examination is due to take place
- ▶ This centre reserves the right to withdraw your entry/entries if any amount remains outstanding
- ▶ The centre cannot accept responsibility for any amendment fees that become due if you fail to give sufficient notice to make any necessary changes to your entry/entries information
- ▶ Should you decide to withdraw your entry/entries then you will only be entitled to any refund amount that is issued by the awarding body concerned. Refunds will only be made by awarding bodies for a limited time after the entry deadline has passed and this varies dependent on the awarding body
- ▶ Access Arrangements will be considered but may incur an additional cost



Preliminary entry form Please complete the white boxes below in BLOCK CAPITALS

Section 1 PERSONAL DETAILS				
Surname		First name		Middle name(s)
Title	Gender	Date of Birth		Email address
Address (including postcode)		Mobile number	Home number	Enter any previous known exam numbers below
				UCI:
				ULN:
Section 2 EXAMINATION(S) DETAILS				
Qualification type e.g. GCSE		Awarding body		Exam series (month & year)
Subject/specification title		Subject entry code (specification code/subject award code)		Unit entry codes (if applicable for a unitised specification)
		<i>Include option code if applicable</i>		
Section 3 ACCESS ARRANGEMENTS or other information relevant to your entry				
Are you eligible for access arrangements in examination(s)? <i>Appropriate evidence must be provided to support this</i>				
YES / NO Circle <i>your response</i> If Yes , provide details here:				
<p><i>This does not guarantee access arrangements approval. Further communication on this will follow in due course. Consideration will be given to any access arrangements or reasonable adjustments that may need to be put in place. Where appropriate, the centre will lead on the required processes in identifying the need for, requesting and implementing access arrangements. (Please note if access arrangements include Reader and or Scribe we cannot guarantee to staff this, if we can you will be charged extra for this service)</i></p>				



Section 4 IDENTIFICATION - photographic ID is required to verify your identify

Driving Licence
Number
OR Passport Number

*Copy of photo driving licence OR copy of photo page of passport must be attached to this form**

Signature

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By signing I confirm I understand all information and points to note on page 1 and page 2 of this document.

Date of signature.....

***The original of this photo-ID must be brought to each exam**

FOR EXAMS OFFICE USE ONLY	
Initial payment received £	YES/NO
Evidence to support AA received	YES/NO
Copy photo-ID attached	YES/NO