

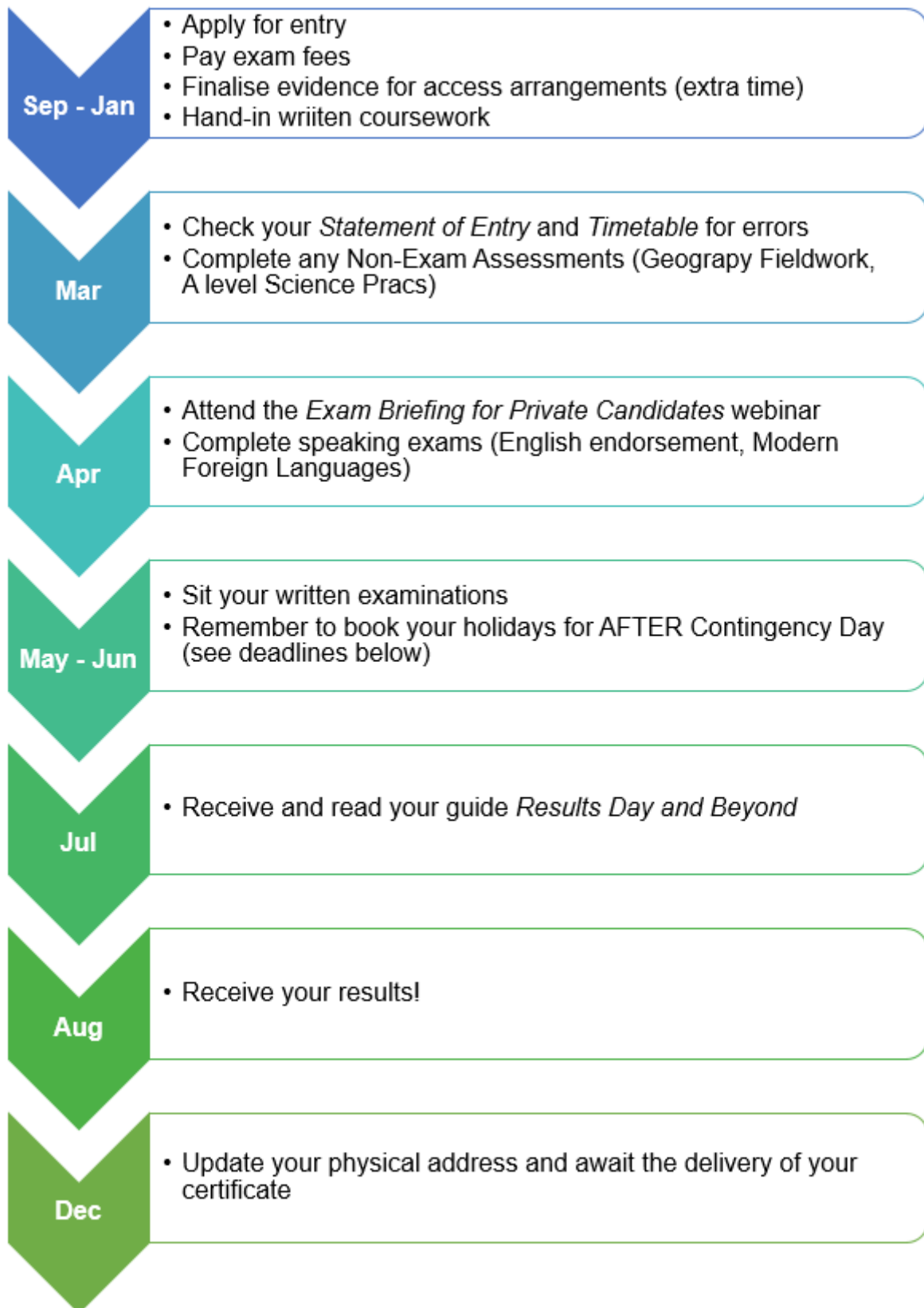
# EXAM ENTRY HANDBOOK

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## THE EXAMS CYCLE

### Overview of the key tasks for Summer exam candidates



## KEY DATES & DEADLINES

Event	Summer series	Autumn series	Notes
<b>First entry deadline</b>	10 February	24 September	<ul style="list-style-type: none"> <li>Last day to book and pay for entries.</li> <li>No late fee penalty if payment has cleared by 5pm.</li> <li>Deferrals to next exam series accepted.</li> </ul>
Late entry fees charged from this date	11 February	25 September	<ul style="list-style-type: none"> <li>Late fees apply per subject*.</li> <li>Deferrals to next series accepted with additional fees.</li> </ul>
<b>Internal amendments deadline</b>	10 March	10 October	<ul style="list-style-type: none"> <li>Last day for amendments to be accepted</li> <li>Last day to defer entry</li> </ul>
Amendments and very late fees charged from this date	11 March	11 October	<ul style="list-style-type: none"> <li>Amendments accepted with fees**</li> <li>No option to defer.</li> <li>Very late entry fees apply per subject *</li> </ul>
<b>Speaking Exams</b>	Last week of April	Third week of October	<ul style="list-style-type: none"> <li>Personal timetable TBD after entry</li> <li>English endorsement and MFL exams</li> </ul>
<b>Contingency Day</b>	<b>26 June 2024</b>	N / A	<ul style="list-style-type: none"> <li>If there is a national emergency which causes Summer exams to be cancelled, the affected papers would be rescheduled for this date. <b>Please ensure holiday bookings fall after this date.</b></li> </ul>

\* Late and very late entries are non-refundable if the student later decides to defer or withdraw.

\*\* Admin fees plus those levied by the Awarding Body

## EXAM TIMETABLES

### Where can I find my exam timetable?

You'll receive a statement of entry in March which doubles as your personal timetable. You need to arrive at the centre by 8:30 for AM exams and 1:00 for PM exams. For now, you can check the relevant exam board website for the published timetables.

Exam Board	Link to published timetables
AQA	<a href="#">AQA   Exams admin   Dates and timetables</a>
Edexcel	<a href="#">Exam timetables   Pearson qualifications</a>
OCR	<a href="#">OCR key dates and timetables - General qualifications</a>
WJEC/ Eduqas	<a href="#">Key Dates &amp; Timetables   WJEC</a>

## FEES

For examinations taken in the Summer 2024 examination series.

<i>All fees quoted are per subject unless otherwise stated. Late fees are charged in addition to the standard entry fee. Fees must be paid in full by the stipulated deadlines to qualify for discounts or avoid late fees.</i>	<b>Discounted fees</b> 10 October – 10 December	<b>Standard fees</b> 11 December – 10 February	<b>Late fees</b> 11 February – 10 March	<b>High late fees</b> 11 March – 10 April
<b>Entry for GCSE and International GCSE</b>				
1 subject	350	400	200	400
2 - 3 subjects	300	400	200	300
4 - 6 subjects	280	320	150	250
7 - 9 subjects	260	300	100	200
Double / Combined Science (AQA 8464 and 8465, Edexcel 1SC0 and 4SD0)	450	500	200	400
MFL Speaking Assessment* (oral exams for modern foreign languages)	150 (Multiple subject discount at centre discretion)		Late entries accepted at centre discretion	
NEA (coursework) administration / marking / moderation	150 (Multiple subject discount at centre discretion)		Late entries accepted at centre discretion	
<b>Entry for AS and A Levels</b>				
All AS and A level subjects	400	450	200	400
Accounting	450	500	200	400
Further Maths	450	500	200	400
Religious Studies	450	500	200	400
MFL Speaking Assessment* (oral exams for modern foreign languages)	200		Late entries accepted at centre discretion	
NEA (coursework) administration / marking / moderation	250		Late entries accepted at centre discretion	

Entry for other qualifications	
Functional Skills Maths L1 / L2 *	250
Functional Skills English L1 / L2 * (speaking assessment included)	400
Functional Skills English L1 / L2 * (speaking assessment excluded)	250
Edexcel Level 3 Algebra Award/ OCR Additional Maths	250
Amendment fees	
Entry amendment** (change of personal details or entry code where an error has been made by applicant)	60
Deferral of entry admin charge (a non-refundable fee which applies where a candidates decides to defer their entry after the entry deadline)	50
Deferral of AS / A level subject (a non-refundable fee which applies where a candidates decides to defer their entry after the entry deadline)	200
Deferral of GCSE subject (a non-refundable fee which applies where a candidates decides to defer their entry after the entry deadline)	150

\* Surcharges may apply for single candidate subjects

\*\* Plus any additional fees levied by the Awarding Body

Practice sessions	
Practice session for GCSE English speaking assessment (1hr)	55
Practice session for GCSE MFL speaking assessment (1hr)	55
<del>Mock exams (per paper, external tutor to mark)</del>	<del>50</del>
<del>Mock exams (per paper, marking and UCAS grades letter included)</del>	<del>400</del>
Access Arrangements	
Category 1 - All AA candidates have an initial meeting with our AA assessor to ensure their evidence meets current requirements	90
Category 2 - Top-up charge where student's profile is incomplete and requires Form 9, Form 8RF or partial completion of Form 8	50
Category 3 - Top-up charge for full Form 8 assessment and completion of AA profile	250
Please note that additional charges may apply depending on assessments and paperwork required	

## NEA - ENDORSEMENTS, COURSEWORK, FIELDWORK

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### Will Top Grades be able to accommodate my NEA requirements?

We are able to accommodate some candidates who require non-exam assessment (NEA) such as practical endorsements, coursework, and fieldwork. We will review this on a case-by-case basis and advise discussion with a member of the Exams Office staff. Read below for Information about how we carry out NEA for popular subjects.

#### English Language Speaking Endorsement (GSCE)

We arrange a group lesson during the February half-term for private candidates during which one of our English teachers will:

- assign the task for your presentations/ speeches
- teach you valuable presentation skills
- help you to begin preparations for your presentation
- give you important information about what will be expected of you on the day of the assessment

The exact day of the assessment is determined after your entry. For an approximate date, please refer to the *Key Dates and Deadlines* section of this document.

Should you wish to book lessons to help you to prepare, please contact the exams office.

#### Biology / Chemistry / Physics Practical Endorsement (A level)

We have a consortium arrangement with several laboratories in London, Oxford, Birmingham and Manchester which means that you can enroll with them to complete the practical assessment/ be assessed against the (common practical assessment criteria). Bookings for your practical endorsement are your responsibility and should be made well in advance. The last opportunity to complete the practicals is usually a few months before the exam.

#### MFL Speaking Components (GCSE and A level)

For GCSE and IGCSE, we can conduct speaking tests for the following subjects: French, German, Italian, Japanese, Polish and Spanish between April and May. A level speaking tests can be conducted for German, French and Spanish. You should consult the exams officer about the supervision of the A level research project.

#### Miscellaneous

We have, in the past, supported private candidates with their coursework / fieldwork for other subjects. This assistance is subject to our teachers' availability and the candidate's individual circumstances. If you need support with completing NEA, you should make this clear in your first enquiry.

Other NEA we have supported includes:

- Citizenship (GCSE)
- Geography (GCSE & A level)
- English Literature (A level)
- History (A level)
- Dance (GCSE)

### I am resitting an exam. Do I need to redo my endorsement/ coursework/ fieldwork?

No, you shouldn't need to redo your NEA if you have already sat the exam in another series (unless your circumstances are unusual). In normal circumstances, we will carry forward your mark from the most recent exam. However, some work needs to be sent for moderation so you should tell the Exams Officer when and where you completed your NEA so that they can determine the best course of action for your case.

## A LEVEL SCIENCE — PRACTICAL ENDORSEMENT

### What does CPAC mean?

CPAC stands for Common Practical Assessment Criteria. It refers to the criteria that teachers use to assess their students in their practical laboratory skills.

### I completed the CPAC endorsement under a different exam board. Do I need to re-do the endorsement?

No, AQA, Edexcel, and OCR endorsement grades received after 2017 can be used interchangeably.

### When should I book the CPAC course?

As soon as possible! The sessions usually run between August and April each year and need to be booked well in advance as spaces fill up quickly. If you do not secure a booking in time, your certificate will display NC (Not Classified) for the endorsement and you will need to resit your exams if you wish to gain the endorsement in future.

### Who should I contact for help with booking the CPAC?

You will need to make a direct booking with one of our partner centres. The booking is your responsibility and we advise booking as soon as possible as places tend to fill up quickly. They may need our centre number which is 17314, Top Grades assumes no liability for your practical endorsement. You must inform our exams officer once you have made the booking so that we can update your entry.

TUTORS AND EXAMS	
<b>Lab locations:</b> <b>Fees and dates:</b> <b>Application form:</b>	Harrow HA1, London SW2, and Birmingham B11 <a href="#">Fees and booking dates for A level Practicals</a> <a href="#">Apply for A level Practicals</a>
<b>You need to copy-paste the following into the field "Additional Information":</b>	Booking for CPAC only. I have registered to sit my written papers at Top Grades Learning Centre. Centre number: 17314 Contact: <a href="mailto:examsoffice@topgradeslearning.co.uk">examsoffice@topgradeslearning.co.uk</a> , 01727 743700
GREENE'S TUTORIAL COLLEGE	
<b>Lab locations:</b> <b>Fees and dates:</b> <b>Application form:</b>	Oxford OX1 <a href="#">Fees and CPAC course information</a> <a href="#">Apply for A level Practicals</a>
<b>You need to copy-paste the following into the field "Additional Information":</b>	Booking for CPAC only. I have registered to sit my written papers at Top Grades Learning Centre. Centre number: 17314 Contact: <a href="mailto:examsoffice@topgradeslearning.co.uk">examsoffice@topgradeslearning.co.uk</a> , 01727 743700
BIOGRAD	
<b>Lab locations:</b> <b>Website:</b> <b>Biology application:</b> <b>Chemistry application:</b> <b>Physics application:</b>	London SE21, Oxford OX4 and Liverpool L3 <a href="#">About CPAC courses with Biograd</a> <a href="#">Fees and booking for Biology CPAC</a> <a href="#">Fees and booking for Chemistry CPAC</a> <a href="#">Fees and booking for Physics CPAC</a>
<b>Information to include in your application</b>	Written papers to be sat at Top Grades Learning Centre. Centre number: 17314 Contact: <a href="mailto:examsoffice@topgradeslearning.co.uk">examsoffice@topgradeslearning.co.uk</a> , 01727 743700

## UCAS

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### Can Top Grades give me a reference for my UCAS application?

If you are an existing student, please request this well in advance of the deadline.

If you have had no prior contact with us, you should rather ask someone who knows you well. There is no need to list Top Grades as your school/ college. You can make an application independent of any institution. You should first complete the education section in full and then follow the steps laid out in a [guidance video from UCAS](#). Search for “*Requesting a reference*” and then skip to 01:57 for guidance on independent applications and references .

### Can Top Grades supply me with predicted grades?

If you are not already a student at Top Grades, you would need to take several one-to-one lessons (5-10) with one of our subject experts as well as some assessments. This service is subject to availability of our teachers.

## ENTRY PROCESS

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### I don't know the entry codes for my exams. What should I do?

Entry codes tell us which specification of the exam you are sitting. Some subjects, such as English Language, can have as many as 5 different codes! So, it is quite important that we get the right one.

You could:

- Ask your private tutor or distance learning provider
- Ask your previous school or college (if you are resitting the exam or have left school mid-year)
- Check the specification on the relevant exam board website

### My passport has expired. What should I do?

Apply for a new passport as soon as possible if you do not have another form of photo ID such as a drivers/ provisional licence or British residence permit. **You will not be allowed to sit your exam if your ID has expired.** You may also consider applying for a [CitizenCard](#) which is an accepted form of legal ID in the UK.

**Whichever form of ID you use to make the application, you need to bring the same ID to each exam that you sit at our centre.**

## EXAM NUMBERS

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### What is a UCI?

The Unique Candidate Identifier is a 12-digit number followed by one capital letter. Its purpose is to enable all of your exam results which you have taken throughout your exam career, at any centre through any awarding body, to be accumulated together, accurately and fully, under your name.

- If you have not taken any examinations since 1998 you may not have a UCI number. If you do not have a UCI number, we will create one for you.
- If you have taken exams since 1998 at another centre it is **vital that you use the same UCI number for exams that you take with Top Grades Learning Centre, or at any other exam centre in the future.**



## Where will I find my UCI?

The number will be shown on previous statements of entry, statements of results, or some results certificates issued by an examination board. If you are unsure, please contact your previous centre.

## What is a ULN?

The Unique Learner Number is a 10-digit number used to access the Personal Learning Record (PLR) of anyone over the age of 14 involved in education or training. The PLR is an online, lifelong record of individuals' achievements which they can share with other parties (for example employers, colleges, universities).

You are likely to have a ULN if you:

- attended a state funded school/college in year 9 or later

You are unlikely to have a ULN if you:

- have always been home-educated
- have always attended a private school
- left your state funded school before year 9
- last sat exams before 2014

## Where will I find my ULN?

Like UCIs, ULNs appear on your previous statements of entry. If you cannot find your ULN, ask your school or college.

## Statements of entry

20/12/2019				STATEMENT OF ENTRY		Pearson	
CENTRE No.		99999		CAND NO.		1	
CENTRE NAME				June 2020 EXAMINATION			
GENERIC CENTRE NAME							
CANDIDATE NAME				DATE OF BIRTH		ULN	
JANE : DOE				01/01/2001		1234567890	
TYPE		SYLLABUS / PAPER No.		SYLLABUS TITLE/PAPER TITLE		TIMETABLE DATE	
A UNIQUE CANDIDATE IDENTIFIER (UCI) MUST BE ALLOCATED TO ALL CANDIDATE ENTRIES. UNIQUE CANDIDATE IDENTIFIER: 999990140001X							

## Certificates

CENTRE No./CANDIDATE No. 99999 / 0001		999990140001X / 1234567890	
	 <b>Mark Bedlow</b> Chief Executive Officer on behalf of AQA Education		

## ACCESS ARRANGEMENTS

This is an outline of the adjustments which we are usually able to accommodate and how they are applied within our centre.

If you do not declare your need for access arrangements within your initial entry application form, we reserve the right to reject any requests for access arrangements later on. The number of candidates we can accept with access arrangements is carefully monitored within our centre so that we can ensure we have adequate resources, staff members, and time to properly support you.

Access Arrangement	Application in exams/ assessments
<b>25% Extra Time</b>	Student has 25% of the time given for the examination added to the end of their exam.
<b>Rest / Movement Breaks</b>	Rest breaks are most commonly awarded for 10 minutes per hour of an exam. The length of each break will be supervised and noted and this time is added to the end of the exam. As students are concentrating and managing their own time during exams we allow students to determine when they take this break. Therefore they must raise their hand to indicate to an invigilator if they wish to take a break. This can be either at their desk, in which case the paper will be closed by the invigilator, or outside the exam room. The provision of these breaks is personal to the student's condition and the invigilators will know their requirements. Students who receive breaks will be briefed about their individual arrangement.
<b>Small Room / Seating</b>	Student is seated in the smallest available room for each examination where possible. Our rooms are small (largest room seats only 11) and all of our candidates have been satisfied with this arrangement. Another possibility is that the candidate is seated in a specific place depending on their needs (e.g. at the front/ back/ near the door).
<b>Modified (Enlarged) Papers</b>	Student has a paper that has been enlarged by the exam board due to a visual impairment. Due to the laborious nature of formatting examination papers, applications for this adjustment are due in mid-January.
<b>Laptop (Word Processor)</b>	Student is permitted to use a laptop to write their exams. This is only if the student has an identified need and uses a laptop in class as their normal way of working. The laptop is provided by the exams department and would have spelling and grammar checks turned off. They may also be eligible for extra time.
<b>Scribe with Word Processor</b>	Student uses a laptop to type their answers. If they meet the requirements to be awarded a scribe, the spelling and grammar check would be turned on. They may also be eligible for extra time. The laptop is provided by the exams department.
<b>Colour Overlays / Reading Rulers</b>	Students will be permitted to use a coloured overlay to assist with reading the exam paper. They must bring the overlay that has been provided for them to the exam.

## CERTIFICATES

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### **When should I expect to receive my official certificate?**

Certificates are normally issued by the examination boards three months after results have been released. For the summer series, this is usually late November/ early December.

### **How can I obtain my certificate?**

We shall email you to tell you that your certificate is ready. Your certificate will be posted to the physical UK address you supplied in your application form. If you have moved house since applying, it is your responsibility to inform the exams officer in writing of your change of address. The default postal service is Royal Mail Signed For 2nd Class.

### **Is there another way I can collect my certificate?**

If you wish to arrange a courier or delivery to an international address you will be responsible for organising for the courier to collect the envelope from the centre as well as the payment of any fees.

If you wish to collect your certificate in person, you must inform the exams officer shortly after your results are released. Certificates must be collected during term time business hours. You need to give at least 24 hours notice before you arrive at the centre and you must also bring your photographic ID. If you fail to collect your certificate in a timely manner, your certificate will be destroyed.