

FREQUENTLY ASKED QUESTIONS

PRIVATE EXAM CANDIDATES

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EXAM NUMBERS

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.

To see examples of the documents where you might find your UCI and ULN, please refer to [Appendix 1](#).

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.

ENTRY PROCESS

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.

What is the exam entry process?

Register for your exams	Complete our preliminary application form and return the form in person with: <ul style="list-style-type: none"> - your photo ID (passport/ drivers licence) - a recent passport size photo - supporting documents (access arrangements)
Pay your invoice	We process your preliminary application and send you an invoice. Full payment must be made before we can make the official entry and (if applicable) apply for access arrangements.
Read your Candidate Handbook	Once we have made the official entry, we will send you a <i>Statement of Entry</i> and a Candidate Handbook which details exam procedures for our centre (also available on our website). The onus is on candidates and/or parents to check the Statement of Entry and advise the Exams Officer of any amendments within 7 days of receipt.
SIT YOUR EXAMS!	
Get your results	At the end of the exam season, you'll receive a Results Handbook which details how and when you can collect your results and certificate.
Pick up your certificate	Certificates must be collected in person unless alternative arrangements have been made with our Exams Officer. We'll contact you when your certificate is ready to collect. Check your Results Handbook for an estimate of when this might be.

NEA - ENDORSEMENTS, COURSEWORK, FIELDWORK

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 'test'

The day of the 'test' will be set at a later date but it is usually arranged during the April break. Top Grades will advise you closer to the time.

Your first lesson and the assessment itself are included in your exam fees. If you feel that you need more help, we can arrange further lessons with the teacher.

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 enrol 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, 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.

FEES & DEADLINES – SUMMER

Action/ Event	Date	Fees
Last day to submit entries for summer	10 February	No late fee penalty if invoice is paid by 5pm
Late entry fees charged from this date	11 February	Late fees apply per subject (100% of the entry fee) *
Last day to voluntarily withdraw from exams	10 April	Portion of exam fees refunded**. Registration fee is non-refundable.
Withdrawals, amendments and very late fees charged from this date	11 April	No refund for withdrawals. Amendments charged. Very late entry fees apply per subject.

* Please note that late entries are non-refundable if the student later decides to withdraw.

** We will refund the portion of your fees which are payable to the exam board. The portion of your fees that cover invigilation will be retained by the centre.

Please be aware that these dates may change depending on the pandemic. You should contact the exams office for the deadlines for Autumn and Winter exams.

UCAS

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 this [guidance video from UCAS](#). Skip to 01:57 for guidance on independent applications and references .

Can Top Grades supply me with predicted grades?

For some subjects, you could sit mock exams at our centre. Our examiners will mark them and be able to supply you with a predicted grade that way. You should request this service at the same time as your initial enquiry.

APPENDIX 1

Statements of Entry




Candidate Statement of Entry

CENTRE	99999 GENERIC CENTRE NAME		
SERIES	6G JUNE 2020 SERIES 6G		
CANDIDATE	0001 DOE:JANE	UCI: 999990140001X	
	FEMALE	01-JAN-2001	PRIVATE
		ULN: 1234567890	

ENTRY OPTION AND COMPONENTS			DATE	SESSION	DURATION
GCSE FULL	8461H	BIOLOGY TIER H			
	8461/1H	PAPER 1 TIER H	TUE 12-MAY-2020	PM	1H 45M
	8461/2H	PAPER 2 TIER H	MON 01-JUN-2020	PM	1H 45M
GCSE FULL	8462H	CHEMISTRY TIER H			
	8462/1H	PAPER 1 TIER H	THU 14-MAY-2020	AM	1H 45M
	8462/2H	PAPER 2 TIER H	WED 10-JUN-2020	AM	1H 45M
GCSE FULL	8463H	PHYSICS TIER H			
	8463/1H	PAPER 1 TIER H	WED 20-MAY-2020	PM	1H 45M
	8463/2H	PAPER 2 TIER H	FRI 12-JUN-2020	AM	1H 45M

20/12/2019

STATEMENT OF ENTRY



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

1

Certificates

CENTRE No./CANDIDATE No. 99999 / 0001 / 999990140001X / 1234567890



Mark Bedlow
Mark Bedlow
Chief Executive Officer
on behalf of AQA Education



ofqual
REGULATED
register.ofqual.gov.uk




Cofll dyfarnu cydnabyddedig
CYMYSYTRAU CYMRU
QUALIFICATIONS WALES
Recognised awarding body




CEA
Regulation

99999:0000;LOH848499:002029:ISSUED 12-OCT-2020

UCI and ULN not shown, only Centre and Candidate number



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Cofll dyfarnu cydnabyddedig
CYMYSYTRAU CYMRU
QUALIFICATIONS WALES
Recognised awarding body




CEA
Regulation



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