

Private Candidate Examination Entry Form 2021 - 2022
(Forms **MUST** be returned by **deadlines below**)

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 1-5 of the preliminary entry form 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 to the exams officer. Our finance team will send you an invoice. The deadlines for returning the completed forms are:

- **30 August (A levels from cancelled Summer series)**
- **24 September (GCSE/ IGCSE from cancelled Summer series)**
- **24 September (GCSE Maths and English for any new candidates)**
- **12 October (JANUARY series)**
- **10 February (JUNE series)**

If the centre is able to accommodate your entry/entries, you will receive 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 the Exams Officer on 01727 743700 or examsoffice@topgradeslearning.co.uk

Points to note

1. In addition to the awarding body exam entry fees, the centre charges a non-refundable administration fee of £100 for providing a private candidate service
2. You are responsible for ensuring the exams office receives all your entry/entries information on time
3. 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;
4. This centre reserves the right to withdraw your entry/entries if any amount remains outstanding
5. 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
6. 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 depending on the awarding body.
7. Withdrawals after the 'late entry' deadline are not refundable
8. Access Arrangements will be considered and where we are unable to fulfil these requirements, we will notify you following a review of your documentation
9. If an exam is cancelled by an awarding body, regulator or by the Department for Education, and you have made any payment to us, we will work with you to produce a grade (additional fees may apply), or transfer your entry to the next available series, or transfer to your distance learning centre. Refunds for cancellation/ transfer to another centre will be less the administration fee and subject to point 6 above.

SECTION 3 - ACCESS ARRANGEMENTS (or other information relevant to your entry)

Are you eligible for access arrangements in examination(s)? Appropriate evidence must be provided to support this**. If required, you must also complete our *Personal Data Consent Form*.

None	Rest Breaks	Extra Time	Use of PC	Other
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If Other, provide details here:

** Please note that this does not guarantee access arrangements (AA) approval. AA can only be granted subject to evidence supplied, meeting the current regulations laid down by the Joint Council for Qualifications (JCQ).

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

Photo ID to be brought to each exam	Licence / Passport/ BRP Number
Driving Licence / Passport / Residence Permit	

*** Copy of photo ID must be attached to this form and the original of this photo-ID must be brought to each exam

SECTION 5 - BILL PAYER / EMERGENCY CONTACT

If the candidate is solely responsible for fees, you should provide details of the emergency contact.

The person below is (please tick)		
<input type="checkbox"/> Bill payer	<input type="checkbox"/> Emergency contact	<input type="checkbox"/> Both bill payer and emergency contact
First Name	Surname	Relationship to Candidate
Contact number	Email address	

Information regarding exams (timetable, statement of entry, results) should be emailed to:

The candidate only The candidate and person responsible for fees

As bill payer, I confirm I understand all information and points to note on page 1, 2 and 3 of this document

Signature:

Date: