

**Private Candidate Examination Entry Form June 2020**  
**(Forms MUST be returned by 3 February 2020)**

**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 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 to the exams officer who will calculate the costs and send you an invoice. The deadline for returning the completed form is 3rd February 2020.

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 the Exams Officer on 01727 223 204 or [examsoffice@topgradeslearning.co.uk](mailto:examsoffice@topgradeslearning.co.uk)

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**Points to note**

- 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
- 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;
- 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

Please complete all four sections in BLOCK CAPITALS using the white spaces provided.

**SECTION 1 - STUDENT DETAILS**

<b>First name</b>	<b>Middle name(s)</b>	<b>Surname</b>
<b>Title (please circle)</b>	<b>Gender (please circle)</b>	<b>Date of birth (dd/mm/yyyy)</b>
<b>Mr / Ms / Miss</b>	<b>Male / Female</b>	/  /
<b>Student telephone</b>	<b>Student email address (if applicable)</b>	
<b>Parent telephone</b>	<b>Parent email address</b>	
<b>Postcode</b>	<b>Address</b>	

**SECTION 2 - EXAMINATION(S) DETAILS**

<b>Exam series</b>	<b>Enter any previous known exam numbers below</b>
<b>May / November</b>	<b>UCI</b>
<b>Year:</b>	
<b>Have you sat exams at Top Grades in the past?</b>	<b>ULN</b>
<b>Yes / No</b>	
<b>Where are you studying for these exams? Please circle the relevant answer and provide details</b>	
<b>Current School / Independently / Private Tutor</b>	

Subject	Qualification GCSE/ IGCSE/ A LEVEL	Exam Board	Subject Code	Higher/ Foundation *

\* Please note that Higher/ Foundation tiers are only applicable for GCSE (and International GCSE Maths)

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

<p><b>Are you eligible for access arrangements in examination(s)? Appropriate evidence must be provided to support this**. If yes, you must also complete our <i>Personal Data Consent Form</i>. Please circle the relevant answer</b></p>			
No	Extra Time	Use of PC	Other
<p>If Other, provide details here:</p>			

\*\* This does not guarantee access arrangements approval. Access arrangements can only be granted subject to evidence supplied, meeting the current regulations laid down by the Joint Council for Qualifications (JCQ). Some access arrangements may incur an additional cost.

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

<b>Driving Licence Number OR Passport Number</b>	<b>Copy of photo driving licence OR copy of photo page of passport must be attached to this form***</b>

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

**SECTION 5 - RESULTS DAY**

<b>Please tick your preferred option for collection/ delivery of results</b>	
<input type="checkbox"/> I will collect my results at 10.00am on Results Day at Top Grades Learning Centre.	<input type="checkbox"/> Please send the results to the address above.

<b>By signing I confirm I understand all information and points to note on page 1, 3 and 4 of this document.</b>	
<b>Signature:</b>	<b>Date:</b>

<b>FOR EXAMS OFFICE USE ONLY</b>	
<b>Initial payment received</b>	<b>£</b>
<b>Copy photo-ID attached</b>	
<b>Evidence to support AA</b>	
<b>Personal Data Consent Form</b>	