

**Examinations guide
for external candidates**

Academic Year 2018/19

ENTRIES

- We provide private candidates the opportunity to sit GCSE, IGCSE and GCE A/AS level written examinations (both old and new specifications) offered by the following boards:
 - EDEXCEL
 - AQA
 - OCR
 - WJEC
 - CIE
 - Cambridge and Oxford University Admission Tests (Cambridge Assessments)
- All external candidates need to submit an application form (attached with this form) with personal details, their UCI number (if they have taken any public examinations since 2002) and details of specifications they want to sit examinations for.
- No entries will be made for candidates who do not have a photographic ID (passport, driving licence). An electronic copy of a photo ID must be sent to exams@stbedescollege.co.uk.
- St Bede's College cannot accept private candidates for specifications that involve controlled assessment, coursework or practical and oral language examinations.
- Please see all deadlines and important dates at the end of this document.
- Please note that by signing the entry form you agree to all rules and regulations as specified in this document.

FEES

- As a private examination centre, St Bede's College has to charge fees for its services. Your fees include:
 - The exam entry fees, set by the exam board – these are passed directly to the awarding bodies.
 - Invigilation costs, to provide the correct level of supervision and support before, during and after exams.
 - Admin costs, enabling us to process your exam requirements, from application to certification.
- Fees per whole qualification:
 - **GCSE** £150
 - **Double GCSE** £200
 - **GCE** £250
 - **AS** £150
 - **Unitised GCE** (price per unit) £80
- All fees must be paid in full before any entries are made. You can send a cheque payable to St Bede's College together with your application or pay over the phone with your card or by bank transfer (details will be on your invoice). **You are registered to sit an examination(s) at St Bede's College only after you have paid your fees.**

ATTENDING EXAMINATIONS

- Check your individual timetable: arrive on the correct day and time, ten minutes before the start. If you miss an examination altogether it cannot be taken later.
- Bring your **candidate number** which is shown on your timetable and your **photographic ID**. Please try to memorise your candidate number and remember to write it correctly on your exam papers; we are not allowed to add it or correct it afterwards.
- **Formal/smart dress code applies (definitely no tracksuits or hoodies)** .

- Report to the Main reception. The receptionist will call the Exams Office so you can be escorted to the exam room.
- Morning examinations generally start at 9.10am
Afternoon ones start at 1.30pm
- If you are late you may still be admitted but it is at the discretion of the school.

YOU WILL NEED TO

- Write in black ink. No other colour is allowed.
- Bring a clear case or bag for equipment.
- Bring special items for some subjects. For example a pencil, eraser, protractor, ruler or a calculator may be needed. Remove the cover.

IF YOU BRING A BOTTLE OF WATER TO DRINK

- The bottle must be clear, **with the label removed**.

YOU ARE NOT ALLOWED

- Any other drink than water
- A mobile phone, iPOD, MP3/4 player, smartwatch or any similar electronic device. Watch alarms must be off.
- Wear a wrist watch.
- Material which might help you. (For example: Notes or diagrams)
- Bags or coats
- Anything used to correct writing. You must clearly cross out any part of your answer which you do not want to be marked.

IN THE EXAMINATION ROOM

- You must be silent at all times.
- Any communication with other candidates is forbidden.
- If you have a question, difficulty or need extra paper, stay in your seat and raise your hand. An invigilator will come to help. However, they cannot discuss or explain the examination questions.
- Check you have the right examination paper including tier.
- Listen carefully to any announcements.
- Read the front of the examination paper to check you understand what you have to do and fill in the cover sheet as instructed.
- Number your answers clearly.
- If you make changes put a line through the parts you do not want to be marked.
- Do not risk being disqualified by putting graffiti or abusive comments on your examination paper.
- If you finish early check your work carefully.
- You may not leave the examination room early.
- All your examination papers will be collected before you leave.
- You must remain silent until you have left the examination room and the immediate area.
Remember, some students may still be working.

FIRE ALARM

- If an alarm sounds do not panic, listen to instructions from invigilators
- If you are told to leave the room, do so in an orderly way, in silence, leaving everything on the desk.
- Do not worry about losing time as any time lost will be added on.

- It is vital that there is no communication between you and anyone else.
- When you return wait to re-start when instructed to do so.

ABSENCE FROM AN EXAMINATION

- If you have any difficulties which might prevent you from attending an examination, like illness, injury, or serious personal problems, please inform the school as early as possible. Phone 0161 226 3323 and make sure you speak to someone.
- Only in “exceptional circumstances” are candidates allowed special consideration for missing any part of an examination.
- In these cases medical or other evidence should be obtained on the day and given to the Examinations Officer without delay. A self-certification form (JCQ/ME Form 14) is available from the Examinations Officer or the Examinations folder on the Home page of the Gateway (under Libraries). This may be completed and countersigned by your doctor or nurse, or alternatively a letter from your GP obtained.
- In circumstances other than medical speak to your Head of Year and obtain a supporting letter as evidence.
- There may be a possibility of submitting a Medical Note or other evidence for special consideration. If the Examination Board accepts that there were “exceptional circumstances” they will use information from the student’s other examinations, coursework, controlled assessments and mock examinations to adjust the mark and grade.
- If you feel unwell but are able to travel, the advice is to come to school to attend the examination and let the Examinations Officer know as soon as you arrive.
- In most cases it is best to sit the examination if at all possible.
- If you are unsure of what to do, phone the school. If you miss an examination for whatever reason it cannot be taken later.

ILLNESS DURING THE EXAMINATION

- If you feel ill during the examination raise your hand immediately and inform the invigilator. Do not wait to be sick.
- You will be escorted out of the examination and may return later if you feel better.
- You may be entitled to special consideration, see above.

REGULATIONS FOR CANDIDATES

- The official rules as defined by Joint Council for Qualifications (JCQ) are attached. Read them carefully. Breaking the rules may lead to disqualification.
- The school MUST report any instances where JCQ rules have been broken.

Should you require any further information, do not hesitate to contact the Exams Office.

THE EXAMS OFFICE EMAIL IS: exams@stbedescollege.co.uk.

ENTRIES DEADLINES:

November series: 2 October 2018

January series: 16 October 2018

Summer series: 31 January 2019

RESULTS DAYS

November series: 17 January 2019

January series: 7 March 2019

Summer A' Level Results Day is on Thursday 15th August 2019

Summer GCSE Results Day is on Thursday 22nd August 2019

NO RESULTS WILL BE GIVEN OVER THE TELEPHONE

If you wish your results to be posted or if you wish someone else to collect your results you should complete the authorisation form available from the Exams Office and send it to the Examinations Office (with SAE if results are to be posted). No results will be issued without this written consent.

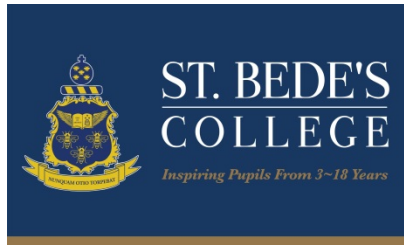
If you want to pick up the results in person, contact the Exams Office and arrange a time convenient for all. Please do not just turn up at the school as the Exams Office may be closed or busy with internal candidates.

POST RESULTS SERVICES

The following are available. The Examinations Office will be open every day following the A' Level results day between 10 am and 3 pm (closed on Bank Holiday Monday 26 August) for phone enquiries. If you want to come in person, please arrange an appointment with the Exams Office.

- Priority re-mark for A' Level
Generally used by students whose results will not meet a conditional offer from a preferred University.
- Priority Access to Scripts for A' Level and AS Level
Used to decide whether to apply for a re-mark
- Priority Access to Scripts for GCSE
Used to decide whether to apply for a re-mark
- Non-priority re-mark for all qualifications
- Late subject awards for unitised (legacy) AS Level specifications
Applicable to AS level where students do not continue with the subject to full A' Level
- Non-priority Access to Scripts
To support teaching and learning

These services incur a charge which is paid by the student. If your grade is raised your money will be refunded. More info will be available during the results day.



EXTERNAL CANDIDATES EXAMINATIONS ENTRY FORM

Please fill in ALL the information below in CAPITAL LETTERS:

Entry for season: November January Summer

Name: _____

Date of birth: _____ Gender: Male Female

UCI No.: _____ (12 digits and a letter, e.g. 324170111234A)

Address: _____

E-mail: _____

Contact telephone no. _____

Subject	Level <small>(i.e. GCSE/AS/GCE)</small>	Exam Board	Unit(s) (only for legacy/old specification resits)	Price
TOTAL	<i>(to be filled by the Examinations Officer)</i>			

Date:

Signature:

Exams Office only

Paid

Entered

TT sent

ID Received

Signature: