



EXAMS PRIVATE CANDIDATE POLICY 2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Dr Zakia Maqbool	
Date of next review	March 2026

Key staff involved in the policy

Role	Name(s)
SENCo/Equivalent Role	Dr Zakia Maqbool
Head of centre	Dr Zakia Maqbool
Access arrangement facilitator(s)	Mrs Sadia Waseem
Exams Officer	Mrs Sadia Waseem/Mrs Abida Bibi

AIMS & OBJECTIVES

Bolton Islamic Girls School is a Joint Qualification Council authorised Examination Centre. Private Candidates are people who wish to enter external examinations through our Centre but who are not on the school roll. This includes former students, those studying through distance learning and home educators.

This policy lays out our terms and conditions for dealing with private candidates. It is not intended to be an exhaustive guide to all the possible issues relating to being a private candidate - it is ***the candidate's responsibility*** to ensure that they register for examinations that are *available to Private Candidates* and that both the Examination Centre and the Candidate understand and follow the examination board's procedures and regulations for the relevant specification(s). Bolton Islamic Girls School cannot be held responsible for any errors that occur as a result of failure to follow these guidelines.

Any Private Candidates accepted by our centre will be considered for entry provided their subjects are in line with the awarding organisations and specifications being entered by School students. Appendix 3 contains these details.

Private Candidate information and guidance for the awarding organisations may be found at the following links:

AQA

<http://www.aqa.org.uk/student-support/private-candidates>

EDEXCEL/Pearson

<https://qualifications.pearson.com/en/support/support-topics/registrations-and-entries/academicregistrations-and-entries/private-candidates.html>

OCR

<http://www.ocr.org.uk/ocr-for/learners-and-parents/private-candidates/>

Before registering for *any* examination, private candidates are *strongly advised* to look at the relevant specification (syllabus) and other related information on the examination board's web site.

REGISTRATION

To register, candidates should attend the School in person with:

- **A completed application form** (available at the end of this document) containing the correct information – it is vital that this information is correct as any amendments will incur charges from the Awarding Organisation.
- **Photographic ID** (either passport or driving licence). If these are not available then a passport size photograph with a covering letter from a Teacher, GP, etc. (Both the letter and the photograph are to be signed by them). This information will be photocopied for the Centre's records and must be provided as identification prior to any examination.

Acceptance of any private candidates is at the discretion of the Centre as outlined on page 3 of this booklet. The school, is under no obligation to accept all applicants. The school reserves the right to refuse to accept any person as a private candidate and to refuse any entries which would involve the school with coursework, portfolios, oral or practical examinations or similar.

ACCESS ARRANGEMENTS

Unfortunately, the school is not in a position to support learners who need additional support during exams and cannot provide access arrangements.

DEADLINES

Deadlines for entries are set by the Awarding Bodies and completed applications and payment **MUST** be received by the Examinations Officer in sufficient time to submit entries and allow queries to be dealt with. To prevent late fees or other charges, all queries with regard to entries must be resolved by the examination board deadlines, therefore the following deadlines apply to all private candidates

SUMMER 2024 GCSE

5th February 2024

Entries and payment **MUST** be received at Bolton Islamic Girls School before the above dates to guarantee entry without late fees.

NB: Any entries after this date will incur a late fee.

BOLTON ISLAMIC GIRLS SCHOOL EXAMINATION FEES

Each subject GCSE examination will be charged at £100.

Additional Charges may arise for:

- Late Entries
- Post Results Services fees (published with results).

REFUNDS

Generally, the School is *unable to refund candidates* for examinations for which they have registered, as the Examination Board will still charge the School for making the entry. If candidates provide a written request to be withdrawn that allows the School enough time to withdraw the entry in line with the awarding organisations' deadlines, without being charged, the School may be able to offer candidates a partial refund. Candidates should make enquiries with the Examinations Officer if this is a concern.

GENERAL INFORMATION TO CANDIDATES

APPLICATION FORM

It is the candidate's responsibility to ensure that *all* the requested information is provided and is *clear*. Missing out the candidate's date of birth, not typing or using BLOCK CAPITALS can cause errors and subsequent problems of identification at the examination board. Missing out the UCI number or a certification code, can have more serious consequences. Not checking the examination entry code is correct for the specification the candidate is studying could result in the wrong paper being delivered; this will cause unnecessary delays and undue stress to the candidate on examination day. All contact information should also be included. It is the candidate's responsibility to ensure that all details on the application form are correct.

UCI NUMBER

The Unique Candidate Identifier (13 characters in total - 12 digits and a letter on the end) is used to coordinate candidates' individual examination marks. This number is unique. If this is not provided or is incorrect, there is a real risk that a candidate will not receive an overall grade once the qualification is completed. This number can normally be found on any previously achieved certificates or statements of entry. If the candidate has not recently (in last 10 years) sat any examination then the Examinations Officer will issue them with a UCI when entries are made.

THE NECESSITY OF IDENTIFICATION

All Private Candidates need to come in to the School to be formally identified by photo ID, (Passport, Driving Licence or National ID card). Railcards or Student/College ID is not acceptable. This is an Examination Board requirement.

Please bring with you a recent passport sized photograph so that you can be issued with Examination Identification which will help the invigilators to identify you during the examination period.

DOCUMENTATION

Candidates will be forwarded the following documentation from the Centre:

- Invoice/receipt for fees
- Statement of Entry – Candidates should check that this contains any 'cash-in' details. It will also include the candidate's candidate number (which may differ in each series)
- Examination Timetable
- JCQ Instructions to Candidates
- Exam Handbook

EXAMINATION DAY

- Candidates are to arrive **at least 30 minutes prior** to the start of examinations. *They should note that there are guidelines laid down by JCQ for candidates who arrive late and candidates may not be permitted to take the examination.*
- All private candidates are to book in at Main Reception, wear a visitor's badge at all times and should not proceed around the premises unaccompanied unless authorised to do so.

- Candidates will be required to show either the Examination Officer or the Examination Invigilator their photo ID.
- Before entering the examination hall candidates must turn off all mobile phones, MP3/MP4 players, iPods and iatches and will be instructed on where to place these along with any coats, bags etc. (Whilst the Centre endeavours to maintain security, these items are left at the candidate's own risk).

RESULTS

Candidates will be informed at what time they can collect results from the Centre on Results Day. Any results not collected will be forwarded to candidates' home addresses by first class post at the end of the day. This will include a covering letter that outlines the post-results services that are available (enquiries about results and script access requests) and the charges for them.

POST-RESULTS SERVICES

The covering letter that comes with the candidate's Statement(s) of Results indicates which post results services are available.

If a candidate wishes to query a result they **must** inform the school exams officer immediately.

Candidates can request either:

- a *Clerical Check* to ensure that the Board's procedures were correctly followed
- a *Review of marking* where the examination is re-marked

If candidates would like to have access to their examination script(s), they can request either a *priority copy* (so that they can review it before deciding whether they want to request an Enquiry about Results) or the *original script*.

CERTIFICATES

The Centre should receive the candidate's certificate(s) by November (for the May/June session). Candidates should telephone to make arrangements for **collection in person** (with photo ID). Uncollected certificates may be returned to the Board(s) or destroyed.

**Subjects Currently Available to Private Candidates
via Bolton Islamic Girls School**

GCSE Level

SUBJECT	BOARD
English Literature	AQA
Biology	AQA
Chemistry	AQA
Physics	AQA
Combined Science: Trilogy Award	AQA
Mathematics	Edexcel
History	AQA
Religious Education	AQA
Computer Science (written exam only)	OCR

PRIVATE CANDIDATE: **PRELIMINARY INFORMATION**

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 1-4 of the preliminary entry form on page 2 by inserting your responses in the white boxes provided. The form must then be signed and dated to confirm your understanding. Your form will not be processed until all requested information and supporting evidence (where required) is provided.

The deadline for returning the completed form is confirmed when you make enquiries about entries.

If the centre is able to accommodate your entry/entries, you will receive a provisional entry confirmation and an invoice.

Final entries will not be submitted to the awarding body until the invoice has been paid.

In case of query, please contact Mrs Sadia Waseem on 01204 771 570 or via E-mail on Sadia.waseem@boltonislamicgirlsschool.org.uk

Points to note

- You are responsible for ensuring the exams office receives all your entry/entries information on time
- The 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 you will incur the cost according to exam board regulations and centre admin fee.
- You are responsible for making sure you read and understand the Bolton Islamic Girls School Policy for Private Candidates.
- If the centre agrees to accommodate your exam(s), the original of the photo-ID must be brought to each exam/assessment

PRIVATE CANDIDATE: **PRELIMINARY ENTRY FORM**

Please complete the white boxes below in BLOCK CAPITALS

Section 1 PERSONAL DETAILS			
Surname		First name	Middle or other name(s)
Title	Gender	Date of birth	Email address
Address (including postcode)		Contact telephone number(s)	Enter any previous known exam numbers
			UCI:
			ULN:
Section 2 EXAMINATION DETAILS.		Exam Series (Month&year):	
Subject title	Awarding body	Specification	Higher/Foundation
Other information relevant to your entry			
Section 4 IDENTIFICATION – * photographic ID is required to verify your identity			
Driving Licence Number OR Passport Number		Copy of photo driving licence OR copy of photo page of passport must be attached ¹	

Confirmation statement

By *signing here*, I am confirming I understand all information and points to note on pages 1 and 2 of this document:

.....

Date of signature:

FOR EXAMS OFFICE USE ONLY	
Initial payment received £	YES / NO
Copy photo-ID attached	YES / NO

