



Tuition & Examination Centre

Breaking Barriers, Building Futures

# Information for Entry to Examinations for Private Candidates 2019-2020

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## Introduction

**Please read this brochure carefully, print it off, and keep it in a safe place for reference**

Dear Candidate,

Thank you for your interest in taking your examinations at LBC Tuition as a private candidate.

This information is to outline our service to you and to emphasise your own responsibilities in preparing for your examination(s) and fulfilling the regulations laid down by the Awarding Boards.

As a private candidate you may be studying completely independently, you may be having some instruction privately or by correspondence course, or be in some other situation. If you are receiving help with your studies, your tutor may be able to help to a greater or lesser extent with prompting you on the administrative and course requirements. We do help where we can, but it is your responsibility, not ours, to see that all administrative and coursework requirements are met, as all courses differ in their requirements and they differ from exam board to exam board.

Enclosed is information associated with your application, including scale of fees and entry deadlines. The Private Candidates Entry Form is a separate document; please complete this in full using this as a guide.

Once you have completed the Private Candidates Entry Form please book in for an enrolment appointment with the examinations officer by emailing [mohammednadeem@lbctuition.com](mailto:mohammednadeem@lbctuition.com). At your appointment you will need to bring photographic ID and make your payment in full.

The procedures involved are:

1. Read the enclosed information very carefully – it answers most of your questions.
2. Read the information (for private candidates) on the exam board websites.
3. Complete the Entry Form and book an appointment, where you will complete an Enrolment form.
4. Pay the *non-returnable* fees to LBC Tuition; including late/ amendment fees (if applicable).
5. **On the day of the examination, attend 30 minutes before our published start time – be present at 9:00 for a 9:30 exam and 13:30 for a 14:00 exam.**
6. On 'Results Day' obtain results from LBC Tuition.
7. Receive exam certificates from LBC Tuition.

**LBC Tuition cannot facilitate Non-Exam Assessment (NEA) units e.g. coursework/ controlled assessments/practical content. NEA unit marks can be carried forward only if it was the same specification that Centre use. Please indicate this on your entry form, confirming the unit code.**

## Scale of Fees & Entry Deadlines for Private Candidates

Important notices:

- All fees are non-refundable
- Prices are per full award (per subject), NOT per exam/ unit.
- Late/ very late fees apply after LBC Tuition deadlines.

Level	Standard fee	Late fee	Very late fee
GCSEs	£180	£250	£320

Supplementary Fees	
Amendment to entry (subject/ tier)	£20 per qualification (plus exam board fees)
Special requirements for approved access arrangements	Price dependant on need/s

LBC Tuition reserves the right to amend its charges without notice at any time. Fees correct for 2019/20.

### LBC Tuition Deadlines for Summer 2020 Exam Series Entries

**We accept applications from 10<sup>th</sup> December 2019**  
**Late fees apply after 22nd February 2020 deadline**  
**Very late fees apply after 21<sup>st</sup> April 2020 deadline**

### Withdrawals

Withdrawal of entries can be accepted but there is no refund of fees. Where students are simply absent for an exam there will be no refund of fees. Fees paid cannot be carried forward from one exam series to another.

## Fees

Fees are payable in full at the time of enrolment. Your entry will not be processed until the whole fee is received. This fee covers one examination series only and is not refundable. Payment may be made by cash, card or cheques payable to LBC Tuition. LBC Tuition reserves the right to cancel entries and return fees. LBC Tuition fees are not returned if the candidate withdraws from examinations already booked.

As a private examination Centre, LBC Tuition has to charge fees for its services; your fees cover:

- 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.

**All fees are non-refundable.**

Late entry and amendment fees are charged by LBC Tuition and by the exam boards to cover the extra work involved, often carried out at short notice.

## Advice from Awarding Bodies

Exam boards provide additional information for private candidates which you are strongly advised to read. Please see below links:

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

## Making the Correct Entry

Before making an application to sit an examination at LBC Tuition, you must be fully aware of all the requirements and regulations concerned with the subject(s) for the awarding board(s) involved. You must check the specification for each subject for each board, for example, that the specification is available to private candidates.

Useful website addresses:

[www.aqa.org.uk](http://www.aqa.org.uk)

In order to process your application accurately and efficiently, it is imperative that you specify the appropriate subject title and codes for all units/modules you wish to be entered for. The correct codes can be found in the subject specification; the exam boards generally also publish lists of their codes and, where publicly available, the appropriate links for your reference.

It is **your responsibility** to ensure you note the correct titles and codes on your application. LBC Tuition accepts no responsibility for private candidates entering the incorrect examination specification.

AQA Entry Codes Book: <http://www.aqa.org.uk/student-support/private-candidates>

**\*\* Be sure to use the most up to date version for your chosen examination series \*\***

### **Non-Exam Assessment Units (e.g. Coursework)**

Please note LBC Tuition cannot facilitate Non-Exam Assessment (NEA) units e.g. coursework / controlled assessments / practical content\*.

\*NEA units can be **carried forward only**. If the NEA unit you completed was for the same specification that Centre uses you can **'Carry Forward'** your results. Please indicate this on your Entry form, confirming the unit code.

### **Access Arrangements**

In some cases, students have physical or mental conditions, or social circumstances which might require that they are allocated access arrangements for their examinations: for example, extra time, special aids or modified papers. Please notify us **at the time of application** if you need any such help, so that we can apply on your behalf to the appropriate examination board. **Examination boards will expect current medical or other written evidence to substantiate the application so please return such evidence with your application. Please note the awarding bodies have a deadline for ordering modified papers, therefore it is crucial we receive the evidence in time to make the application.**

### **Exam Sessions**

Your start time may differ from the exam board official start time. Centre's are allowed to start exams 30 minutes before or after the official exam board start time. You will be issued an exam timetable with your exam start/ end times on. If, unusually, we have to change the start time or the venue of any examination, we will inform you directly.

Candidates must stay under supervision until one hour after official exam board starting time (9am & 1.30pm).

**You should bring the following to each of your examinations:**

- **Photographic ID**
- **Black pen and other relevant stationery (including calculator if applicable)**
- **Some exams allow the use of set texts and/or dictionaries. The copy you bring to the exam must be free of all annotations.**

All candidates are reminded that morning exams start at 9.30 and afternoon exams start at 14.00pm. This means that we need you to be present at 9.00 or 13.30 in order for the exams to start on time.

## **Late Arrivals**

It is ultimately down to the awarding board regulations as to whether your exam paper will be marked should you arrive late. Late arrivals cause disruption to other candidates and extra office administration. If you expect to be late because you have been held up in traffic or for any another reason, it is courteous to let us know on 01274 43 3031, so we will not have to spend time trying to phone you.

Extremely late and habitual latecomers may be charged extra for office administration time and it is at the discretion of the college whether you can sit your examinations. You may also be charged a fee for extra invigilation time.

## **Results and Certificates**

Paper copies will be posted on the day of their receipt by the Centre. Certificates will be posted to you as soon as we receive them, and are sent to the address used when enrolling for the exam – this is usually about ten weeks after the results are published. Please notify the Centre if you change address; LBC Tuition accepts no responsibility for posting to an incorrect address.

## **Post-Examinations**

### **Special Consideration**

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, injury or other indisposition *at the time of the assessment* which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment. Written evidence of such circumstances will be required.

Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination. If you feel that your situation qualifies for special consideration, please speak to a member of the Centre as soon as possible before or after sitting the examination, or speak with the invigilator at the time of the exam.

### **Enquiries About Results**

Post Results Services are available to candidates who have not achieved the grade(s) that they expected. While exam boards do everything they can to ensure the results they issue are accurate and reliable, grades do sometimes change on enquiries made after results. You may wish to pursue an Enquiry About Results (EAR). It is imperative that LBC Tuition have a written request before processing a request. You will also need to pay the appropriate fee before enquiries can be made on your behalf. You must fully understand that your marks for a given assessment may change following an enquiry and this could result in subject grades being lowered or raised.

There are three EAR services available:

1. Clerical checks
2. Review of marking
3. Access to scripts

Fees depend on which EAR you select.

For more information please contact us by telephone with your initial enquiry and we can help explain what your results mean and what options are available to you. Please note that there are deadlines for making these requests and these deadlines are strictly applied.

## Exam Entry Form – Notes for Guidance

These notes are to help you complete the Examination Entry Form.

1. Your name on the application form will be shown on the final certificate. It must be your 'legal' name, for example as shown on your birth certificate or current passport.
2. The Unique Candidate Identifier (UCI) is a 12-digit number followed by a letter. It will be shown on a previous statement of entry or statement of results. If you have not taken any examinations since 1998 you may not have a UCI number. If you do not have one, write NONE in the space and we will allocate a number to you.

The UCI is unique. You must only use this one unique number for all exams at any centre. If you have taken exams at another centre it is important that you give us the same number used at your previous centre. Please contact your previous centre if you are not sure. If you are entering some components of your exams through two centres, you must use the same UCI number for both centres, so that your marks are added up for the final grade.

3. If you wish to apply for extra time, or any other access arrangements for your examination you are required by the examination boards to provide current supporting evidence to LBC Tuition as your entering centre.
4. Please give the exact title of the subject as shown in the specification. (e.g. not just 'Science'). All subject and module titles and codes are shown in the subject specifications which may be downloaded from the exam board websites.
5. Please check carefully the chosen specification belongs to this examination board.
6. Give the exact code of each module/unit, as shown in the specifications. Please note that it is your responsibility to give us the correct codes.
7. If you are carrying forward as part of a resit, give the exact entry code, as shown in the specifications. Please note that it is your responsibility to give us the correct codes.
8. Please show the tier or level (Higher or Foundation) for GCSE/ IGCSE exams if applicable to your subject.
9. If this is your last attempt for this subject and you now wish to receive a final certificate and grade, please enter the 'cash-in' (subject award) code as shown in the specification, if relevant.
10. Please ensure that you complete all relevant sections of the application form. Incomplete forms will be returned to you, which may result in your entry being submitted late. **LBC Tuition accepts no responsibility for codes entered incorrectly on the form.** Please check carefully before you send in the form.
11. Please take note of any restrictions shown in the specifications about entering as a private candidate.
12. Please make sure that you let us know immediately, at the time of entry, if you are likely to have any special requirements, such as extra time for examinations, or any problems with access. Examination boards need to know this with the entries. If your request for these special arrangements is late, it may not be possible to meet your needs.

**Please note we reserve the right to refuse to enter a prospective candidate.**

## **Disclaimer**

Any advice given by staff of LBC Tuition by any means is given without prejudice. It is the responsibility of the candidate and/or their parents or guardians to ensure entries are correct and that correct procedures are followed for the completion of the course and its examinations.

### **FINAL CHECKLIST – when submitting your application**

	Have you provided a copy of your photo ID?
	Have you checked all of the unit entry codes?
	Have you checked the subject award (cash-in) code/s?
	Have you given full information about NEA units if you are carrying forward marks?
	Have you read the above Information for Entry to Examinations for Private Candidates?

### **Link to PDF of Information for Candidates (JCQ)**

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

### **Link to PDF of Warning to Candidates and No Mobile Phones poster (JCQ)**

<https://www.jcq.org.uk/exams-office/exam-room-posters>





