

# **Beacon Lights Secondary School**

## **Information for Private Candidates**



### **Examinations Available to Private Candidates**

We consider entries for GCSE examinations for most subjects, providing that they are only **written exams**. Please note that we are **unable to** make arrangements for practical units such as science experiments, art projects and most MFL spoken endorsements etc.

An exception can be made in cases where candidates are taking a re-sit and have already submitted their practical grade in a previous examination series and wish to carry the mark forward. Please mention this when applying.

### **Completing the Application Form**

You must ensure that all information on the booking form on our website is complete and correct, as it will represent your instructions to us for your examination series. You will also need to ensure that you enter the true tiers (Foundation or Higher) if applicable to your subject. Omission of any data which results in additional charges from exam boards transferred to the candidate.

It is essential that the UCI number is provided by candidates, as examination boards will no longer accept entries for candidates without these. If you are unsure of your UCI number, please contact your previous school's Exams Officer. If this is your first examination and you do not have a UCI number, we will register you with a UCI which you will need to use for all examination going forward.

### **Pre-Examination Appointment**

To satisfy JCQ regulations it is important that we meet you before you sit the examinations at the school. At this appointment we will require you to have completed the private candidate form, a form of photographic ID for the candidate and your payment. This appointment is also an opportunity for you to see the venue where you will sit your examinations and to ask any questions you may have. Photo ID must be provided with a Passport or Driving License. If your appearance has changed from the photo, please contact the exams officer for further instructions.

### **Access arrangements**

Learners with access arrangements must provide full details of the arrangements required at the point of applying, so the centre can take appropriate steps to provide the correct level of support. Any supportive material which will help the application should be prepared for submission once contacted, i.e. any documentation of previous access arrangements from previous school/college.

The centre will then contact the learner to ensure that the SENCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate a normal way of working for the learner. The candidate will be assessed by the centre's appointed assessor when required.

Request for access arrangements must be made at the time of application, so the centre can make adequate and appropriate preparations. Learners who request access arrangements at a later stage will be putting their application at a disadvantage due to the high demands of a working centre and constrained time frames and deadlines we all have to follow. The centre will only be able to proceed if time and availability allow. Therefore, we strongly recommend all learners with access arrangements requests to apply at least three weeks before the initial deadline of entry of each series.

If arrangements require additional staff members or equipment there may be a charge for this service.

### **On the Day of the Exam**

Morning examinations start at 9am and afternoon examinations start at 1:30pm (exams may be moved half an hour before or after the official start times, we will inform you if this happens). Candidates must arrive at the school at least 15 minutes prior to the examination start time and report to reception.

The school will contact you if there are to be any changes to the start times.

**Results**

Private Candidates are welcome to collect their results from the school on the same day as centre candidates. Should you want to have your results posted to you we can do this if you provide a stamped addressed envelope. The Results Plus website for Edexcel exams and Cambridge International portal provide electronic results securely.

**Personal Information**

Candidates must check the correct spelling of their name and all personal information prior to applying and upon receipt of their Statement of Entry. The school will not be held responsible for errors made on the form by candidates.

Upon confirmation of entry, candidates will be required to provide next of kin contact details in case of emergency on the day of the exam.