

## The King's School, Canterbury Private Exam Candidate Information

To help you decide if sitting your exams at The King's School, Canterbury is the right choice for you, please read the following guidance, information and notes before completing the application form.

### Exam Boards (also known as Awarding Bodies)

The King's School is a registered Exam Centre for the following awarding bodies:

**AQA** [AQA – education charity providing GCSEs, A-levels and support](#)

**CIE** [Cambridge Assessment International Education Official Website \(cambridgeinternational.org\)](#)

**Edexcel (Pearson)** [Pearson qualifications | Edexcel, BTEC, LCCI and EDI | Pearson qualifications](#)

**Eduqas/WJEC** [Eduqas Home](#)

**OCR** [OCR - awarding body for A Levels, GCSEs, Cambridge Nationals, Cambridge Technicals and other qualifications](#)

**Cambridge Assessment** (university admissions) [Cambridge Assessment Admissions Testing | Cambridge Assessment](#)

[We also host SATs for American University applications which can be booked through College Board.](#)

Private candidate applications are accepted for general qualifications during summer exams only (April- June) on a first come, first serve basis until capacity is reached. Applicants must be over the age of 13 to apply to sit exams at The King's School. You can apply to sit any subjects available to private candidates with any of these exam boards, regardless of whether it is a subject taught at King's. University Admissions Tests take place in November and are the only exception to the summer rule.

You are responsible for checking that the specification you are studying is available to private candidates and that it meets King's criteria (see next paragraph) before making your application. You may apply to sit your exams here if you are registered with a private or online tutor, home educated, a mature student or ex-pupil.

The King's School can only accommodate private candidates for written exams; no practical endorsements, speaking tests, NEA or coursework can be taken here. We are unable to support any requests for access arrangements due to not having a teaching relationship with you or your private/online tutor. Unfortunately, private assessment reports are not acceptable as evidence.

Applications must be received by December 10<sup>th</sup> prior to the exams and full payment made in January, before entries are made. You will receive confirmation of your acceptance by email, along with details of

the fees payable. Please note that University Admissions Tests have different deadlines – please contact King’s for details.

### **Fees**

You will be asked to pay the entry fee set each year by the relevant exam board, plus an administrative fee to The King’s School and a nominal contribution towards invigilation costs. Fees can vary significantly between exam boards, so it is worth researching before you begin the course of study- you can find them listed on each exam board website from mid-November each year. Your personal invoice will be generated once your application has been accepted.

Administration Fees of £35.00 for the first subject plus £15.00 per additional subject will be charged by King’s. This includes the cost of posting your exam certificates to you by secure post.

An invigilation contribution is charged at a flat rate of £10.00 per paper, however long the exams.

Once you have received confirmation that you can sit your exams at The King’s School, you will be asked to pay in full before entries will be made. The deadline for this payment is January 31<sup>st</sup>. Entries for any requests not fully paid by this date will not be made.

Different deadlines will apply for University Admissions Tests – please contact King’s for details.

### **Cancellation of Exams**

If you withdraw you will be eligible for a partial refund depending on timescales set by each exam board (except CIE which do not offer refunds). You will not receive a refund of any administrative fees but will be reimbursed for invigilation costs. If exams are cancelled by The King’s School or any other external agency, you will receive a full refund of your fees.

### **Exam venues**

If accepted, you will be seated in the main exam venue with our pupils; this could be in a hall of up to 200 other people. We cannot provide separate accommodation for private candidates. The school site is unfortunately (due to its age) without level access and unsuitable for those with reduced mobility. There is no parking on site but all exam venues are within easy walking distance of public pay and display car parks. Normal exam start times are 09:00 and 13:45 and you should arrive at least 15 minutes before the start time, to get checked in, seated and ready for your exam.

### **Completing the Application Form**

It is vital that you check your spelling and all other information on the form before returning it to us. If your name or date of birth are incorrect on the exam entry, it can be costly to amend. If we are unable to read your email address, we will not be able to contact you.

If you have taken public exams in the UK before, you are likely to have been issued with a UCI number. This can be found on some certificates and other official exam documents and will be a 13 digit code made up of 12 numbers and one capital letter at the end. You can also contact your previous exam Centre who will be able to tell you your UCI. It is helpful if you can provide us with this number, as it links all of your exams to you and it can delay entries being accepted as you cannot have 2 active UCI numbers.

If this is the first time you are taking exams, you will be issued with a UCI number by King's.

The King's School will also issue you with a 4 digit 'exam number' which you will write on all of your exam papers to identify you to the exam board.

### **Exam Syllabus Codes**

Entries are made on computer systems using specific entry codes. Each exam board has a different system of coding their exam subjects and different suffixes are added to identify different options within the exam; for example for Higher or Foundation tier at GCSE, or the optional papers for A Level Maths and Further Maths. These will change when the syllabus is updated, so please ensure you are checking the correct academic year information. It is vital that you provide King's with the correct entry code for your chosen exams and these can be found on the relevant exam board websites. Amending mistakes can prove costly and any fees levied by the exam boards will be passed on to you.

### **Statement of Entry and Exam Timetable**

Once all entries have been processed and accepted by the exam boards in late February, you will receive a personal Statement of Entry and a draft timetable with the dates of your exams and whether they are morning or afternoon sessions. It is your responsibility to double check that you have been entered for the correct exam(s) and that you attend the correct venue on the right date and time to complete your exams.

Later in the Spring you will receive a timetable with venues added and any amended start times – please note these carefully.

Public exam dates cannot be moved for any reason unless you are an athlete competing at international level. If you have a clash of exams requiring you to be supervised between exam papers, a small charge will be made for this. If you do not agree to the supervision arrangements, you will not be able to take one of the papers that clash (are set to start at the same time).

### **Entries and Amendments**

Withdrawals can be made from exams and the exam board fee reimbursed for a short period after entries have been made. Typically, for WJEC and OCR this falls in mid-March and for AQA/Edexcel in late April. Withdrawals or other amendments such as a change of tier after these dates may attract a fee from the exam board which will be passed on to you. If a late entry has been made on your behalf, no refunds will be available. CIE do not offer any refunds after initial entries have been made, so if you have to withdraw you will lose your fee.

### **Exam Regulations**

Private candidates are required to abide by exactly the same strict exam board rules and regulations as school candidates. You will be sent details before you sit any exam papers. If there is anything you do not understand you should ask for clarification.

It is an offence to attempt to sit an exam on behalf of another person. By completing and signing the application form you are declaring all information provided to be true and accurate. The form must be signed by the candidate, even if they are below the age of 16 years.

Any attempts to deceive, plagiarise or adopt any form of malpractice will be reported to the exam boards who then decide the penalty. No refunds will be given in these circumstances.

### **Results and Post Results Services**

Results for summer exams are issued in August and you will receive yours by email. After results there are opportunities to request copies of your completed papers or have the marks reviewed if you are unhappy with your grade. There are charges and deadlines for these services and you will receive further up to date details before results days. For University Admissions Tests you may be given a unique code after your exam which allows you to access your results. These will not be emailed to you.

### **Certificates**

Certificates are sent to schools by the exam boards in November. These will be posted using a secure signed for service, to the address you give on your application form, unless you advise us otherwise. If delivery cannot be made, certificates will be returned to us where you can arrange to collect them at a time convenient to King's.

### **GDPR**

The school will retain personal data securely and only for as long as it is necessary for a legitimate and lawful reason. By signing this form, you consent to your personal data being shared as required by The King's School with exam boards for the purposes of administering your exams. You have the right to withdraw consent at any time, but this may lead to the withdrawal of your exam entries.

Your data will be stored securely and destroyed within 1 calendar year of your final exam at the centre. Further details can be found in the School's privacy notice on our website.