

Rastrick Independent School

Private Examination Candidate Application Form 2016/17



Please complete in **BLOCK CAPITALS**.

Candidate details

Name			
Date of Birth	Day / Month / Year	Gender	
Candidate number	To be entered by the college		
UCI:	This is essential – please contact us if you are unsure.		
ULN:			

Contact Details

Name	
Address	
Postcode	
Telephone	
Mobile	
Email	
Emergency Contact	

Please include a valid email, as most examination documentation will be sent to you via email.

Subjects to be entered

Subject eg Maths	Board eg AQA	Code eg 4031	Level eg Foundation or Higher AS/A2	Coursework Yes or no	Fees	Sessions to be entered (Nov/Jan/June)

If you are entering for AS or A2 modules please indicate if you wish to cash in your grades i.e. receive certification for them) and add the cash in code.

Please note that you need to add the individual unit code for each examination. Available on the examination board websites.

Entry to be completed by: 10th September (November examinations)
 10th October (January examinations)
 1st February (May/June examinations)

The dates above are internal deadlines to allow us time to process the entries.

Please ensure that you have checked that the units that you wish to sit are available in the examination series that you are applying for.

Applications will be accepted after the deadline for each series, but late entry fees will be payable. Very late entries incur an additional cost. Please enclose a cheque for the total amount made payable to Rastrick Educational Services. For payments by credit/debit card, or for cash payments, please contact the school office. Card payments will incur a 1% charge. Entries will not be made with the examination boards until full payment has been received by the school and in the case of cheques not until these have cleared the bank.

Entry fees for academic year 2016 – 17

For each GCSE subject	£150.00
For each IGCSE	£200.00
For each AS module	£150.00
For each A2 module	£150.00 (additional registration fee with Cambridge)

Science Practicals/Modern Foreign Language Speaking Tests

Entries requiring language speaking tests, practical work in laboratories, or extra supervision regarding the preparation and authentication of controlled assessments will attract an additional cost. Please contact the college to confirm the exact costs, and to ensure that the facilities you require are available.

Controlled Assessment details

- If your subject requires controlled assessment, it is vital that you contact us with details of the specification that you are following, the exam board, and the details of the controlled assessment that has to be undertaken so that this can be arranged.
- Please indicate if there is controlled assessment involved in your examination subject. If controlled assessment is involved we will need to know if it has to be completed, or if marks are going to be transferred from a previous series. If it has to be completed there will be additional charges to cover the preparation, invigilation and marking of this.
- Please note that exam boards do not allow Private Candidates to take some specifications because of the difficulties of authenticating controlled assessment.
- If new controlled assessment is being produced, it is your responsibility to ensure that your coursework is authenticated as your own work, and submitted to the college before the submission deadline. This is usually the beginning of May, but is earlier for some subjects, for example English. Deadlines for receipt of coursework will be agreed with the examinations officer.

AQA Examinations

For AQA examinations, you must print off a Private Candidate Information form from their website and submit it to the college with this form so that the entry can be made. Failure to submit these forms in time can result in delays to your examination results, or a mark of zero being awarded for the coursework element of your result.

Addition information

Where and why are you receiving tuition at the moment? Please supply details.

If you would like tuition provided by Rastrick Tutorial College please discuss this with the examinations officer.

Declaration

- I request that Rastrick Tutorial College enter me for the above exams as a private candidate. I undertake to ensure that all information requested and coursework/controlled assessment details are supplied in a timely manner by the dates requested.
- I acknowledge that I am responsible for paying the entry fees for each examination entered. This charge includes administration fees to defray the college's reasonable costs and invigilation costs. Entries will not be made until full payment has been received by the college, including any surcharges necessary in the case of late entries.
- The candidate will be advised of the dates and times of the examinations by the college. It is the candidates' responsibility to ensure that they are on the school premises at the correct time, with the correct equipment.
- **Private candidates must provide the college with photographic evidence of their identity**, e.g. passport, driving licence. This is a requirement of all of the examination boards. This proof of identity must be brought to every examination session in order for the candidate to sit the examination.
- In sitting the examinations I agree to abide by the regulations of the Joint Council for Qualifications for the conduct of examinations and the individual examination board requirements for exam conduct and preparation of coursework/controlled assessment.

Signature of Candidate	<input type="text"/>	Date	<input type="text"/>
Signature of Parent/Guardian if under 16	<input type="text"/>	Date	<input type="text"/>
Signature of Examinations Manager	<input type="text"/>	Date	<input type="text"/>

Further notes

Refunds: refunds will not be given once payment has been processed and entries have been made.

Results: provisional statements of results can be collected in person from college on results day or despatched to you via post. We regret that due to data protection issues we cannot give results out over the telephone (unless a password has been agreed in advance) or via email.

Certificates: These arrive in school two or three months after the publication of results. These must be collected from the school in person and signed for. If you would like the certificate posting by recorded delivery then there would be a charge of £10.

Access Arrangements/Special requirements: Scribe, Reader etc. Due to new regulations it is the candidate's responsibility to ensure a JCQ Form 8 is completed by a specialist assessor in order to be eligible for any access arrangements. The form can be found on the JCQ website – www.jcq.org.uk, Form 8. You must also to notify us in good time of any access arrangements needed. This may incur an additional cost if you require a separate room and invigilator and must be discussed at the time of making entries. Failure to provide this information will result in Access Arrangements being declined by the Examination Boards and therefore ourselves. There will be a supplement of £10 per hour, or part thereof, if special invigilation arrangements need to be made.

Rastrick Tutorial College

Ogden Lane, Rastrick, Brighouse, West Yorkshire, HD6 3HF
Telephone: 01484 400344 Fax: 01484 718318 Email: info@rastrick-independent.co.uk
www.rastrick-independent.co.uk