



# Private Candidate Booking Form

<b>Title</b>	<b>First Name</b>	<b>Surname</b>
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<b>Gender</b>	<b>Date of Birth</b>
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<b>Address</b>	<b>Post Code</b>
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<b>Phone no</b>	<b>Email address</b>
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<b>UCI number</b>	<b>ULN number</b>
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Have you received access arrangements for exams in the past? Yes / No

<b>Exam series</b> (e.g. Summer 2017)
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<b>Board</b>	<b>Level GCSE, A , AS</b>	<b>Subject</b>	<b>Unit and Cash in codes</b>	<b>£</b>

(Continue on separate sheet if required)

I certify that the information on this form is correct and that I have read and fully understood the Information for Private Candidates' sheet.

Candidate's Signature..... Date.....

**This form must be returned in person by the candidate, including full payment by the stated deadline.**

**Please contact us to make an appointment prior to visiting the Academy.**

# Information for Private Candidates

## Examinations Available to Private Candidates

Please note that we are only able to accept entries for examinations already scheduled at the Academy for Summer examination periods. Please check the Academy website at [www.longfieldacademy.org/examinations](http://www.longfieldacademy.org/examinations) for details of scheduled examinations. We are also only able to accept Private Candidates for qualifications not requiring coursework, practical or oral elements.

## Fees and Booking Deadlines

A level	£110 per qualification – deadline 27th January
AS level	£60 per qualification – deadline 27th January
GCSE	£60 per qualification – deadline 27th January

## Completing the Booking Form

You must ensure that all information on the booking form is complete and correct, as it will represent your instructions to us for your examination entries. Please also ensure you enter all cash-in codes for GCEs, and appropriate tiers (Foundation or Higher) as required for GCSEs to enable us to make your entries. It is essential that UCI and ULN numbers are provided by candidates, as examination boards will no longer accept entries for candidates without these. If you are unsure of your UCI and ULN numbers please contact your previous school's Exams Officer.

## Pre-Examination Appointment

To satisfy JCQ regulations it is important that we meet you before you sit examinations at the Academy. At this appointment we will require your completed form, a form of photographic ID for the candidate and your payment. This appointment is also an opportunity for you see the venue where you will sit your examinations and to ask any questions you may have. To book an appointment with a member of the Academy's Assessment Team please contact us on 01474 700700 or by emailing [info@longfieldacademy.org](mailto:info@longfieldacademy.org).

## Access Arrangements

If you have received access arrangements for examinations in the past, and wish to continue with these whilst sitting examinations at the Academy, we will require you to contact your previous school's Exams Officer to arrange for the relevant evidence to be sent to the Academy's Assessment Office. Only on receipt of this information will we be able to process an application for the relevant access arrangement. Please note that for certain access arrangements where additional staffing is required, an additional fee may be charged.

## On The Day of The Exam

Morning examinations start at 8.45 and afternoon examinations start at 13.45 prompt. Candidates must arrive at the Academy at least 15 minutes prior to the examination start time and report to reception.

## Results

Private Candidates are welcome to collect their results from the Academy on the same day as our own candidates. Should you want to have your results posted to you we can do this if you provide a stamped addressed envelope.

## Questions or Problems?

If you have any queries or would like to discuss things please contact the Academy's Assessment Office on 01474 700700