

# **EXTERNAL CANDIDATES**

To register for an examination, external candidates are required to see the Exams Officer in person to collect the External Student Exam Entry Form. Please note we only accept entries from external candidates where we already have students entered for the same specification. Fees information may be found here:

<http://www.edgbarrowschool.co.uk/students/examination-information/>

## **Responsibility of the external candidate:**

- The external candidate must ensure the correct exam codes are entered on the Exam Entry Form.
- The external candidate must submit the form along with the required documents stated below plus the appropriate fee to the Exams Officer before the deadline.
- Should the Exam Entry Form be submitted after the deadline, the candidate will be charged a late entry fee.
- The external candidate must ensure that the entries are processed and obtain a statement of entry before the deadline from the Exams Office.
- The external candidate must read all relevant JCQ notices prior to the start of the exam.
- On the day of the exam, the external candidate must arrive at Main Reception at least 30 minutes before the exam commences and wait to be escorted to the exam room.
- The external candidate must arrive with the correct equipment for their exam.
- Only authorised material may be taken into the exam room. The taking of any unauthorised material into the exam room constitutes an infringement of the regulations.
- If the external candidate does not turn up on the day of the exam, they will be marked as absent and no refund will be given.

## **Documents Required**

Candidates must provide the following documents in order to process their exam entries:

- Completed Examination Entry Form.
- A valid photo ID (passport or driving licence)
- Passport size photograph.
- Unit codes and option codes for exam.
- Unique Candidate Identifier number (UCI) – if available.
- Payment.

## **Responsibility of the school**

Once your entry has been accepted, your school/college will be responsible for:

- Forwarding to you a statement of entry that will confirm:
  - Your candidate number, UCI and ULN (if you have been allocated one previously).
  - Your personal details held by us.
- Provide you with a provisional and at a later date, a final timetable.
- Providing you with any additional information that you require for your exam, including any preliminary (pre-release) material.
- Issuing to you, as appropriate, a copy of the relevant JCQ Notices. These may include the following:
  - Information for Candidates – On-screen Tests
  - Information for Candidates – Privacy Notice
  - Information for Candidates – Social Media
  - Information for Candidates – Written Exams
- Informing you of when and where to collect your exam results.
- Informing you when your exam certificate is available.

## **Other information**

Please note we are unable to make provision for the following:

- Coursework
- Controlled Assessments
- Practical Tests
- Speaking Tests
- Access arrangements.