

Rastrick Independent School

External Examination Candidate Application Form



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.		

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/Mar/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.

Entry to be completed by: 15th October (January examinations)
 15th December (March 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 modules or 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 2012-13

For each GCSE subject	£120.00
International GCSE	£150.00
For each AS module	£85.00
For each A2 module	£85.00
Cash In for AS or A2	£50.00

Entries requiring 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.

Coursework/Controlled Assessment details

Please indicate if there is coursework/controlled assessment involved in your examination subject. If coursework/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.

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.

If new coursework 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.

Candidates for English GCSE who have coursework to submit will also need to complete a form to apply for a speaking and listening interview with the examination board. Further details about this can be found on the appropriate examination board website.

Controlled Assessment

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 controlled assessment that has to be undertaken as soon as possible so that this can be arranged. Please note that exam boards do not allow Private Candidates to take some specifications because of the difficulties of authenticating controlled assessment.

Contact Details

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>

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

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

- 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 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 school 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.

Signature of Candidate

Date

Signature of Parent/Guardian if under 16

Date

Signature of Examinations Manager

Date

Further notes

Withdrawals: if you wish to withdraw from your examination please notify the school as soon as possible. Refunds will be possible up to the examination entry deadline, minus a £30.00 administration charge for each entry made. After this date no refunds will be allowed.

Results: provisional statements of results can be collected in person from school 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.

Access Arrangements/Special requirements: Scribe, Reader etc. It is the candidate's responsibility to notify us in good time of any access arrangements needed. This will incur an additional cost.

Rastrick Tutorial College

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www.rastrick-independent.co.uk