

# HKKG Private Candidate Information

## May-June 2024



Thank you for your enquiry about using this centre to complete your examinations. We hope the following information will answer your questions and help you to decide whether to proceed.

### Qualifications and Examination Boards Available

We provide private candidates the opportunity to sit the following **written** examinations:

GCSE

IGCSE

GCE A/AS levels

Offered by the following exam boards:

PEARSON EDEXCEL

AQA

### Exam Series

We currently provide opportunities to sit examinations in the May and June series.

### Exceptions

Generally, we are **unable** to offer qualifications that include a **NEA (non-examined assessment), speaking test or practicals**. However, we may be able to offer entries in the subjects listed below, subject to availability:

- GCSE English Language spoken language endorsements
- Edexcel A/AS level speaking tests: Arabic/Urdu
- Edexcel IGCSE: Arabic/Urdu
- Edexcel GCE A level Arabic/Urdu
- Any specification **re-sit** where the coursework/NEA/practical mark can be **carried forward** (e.g English Spoken language endorsement, other speaking tests, science practical endorsement both A level and GCSE, GCE A level English Language, English Literature, History, Geography NEAs)

### International IGCSEs

Pearson Edexcel offer a range of subjects at IGCSE level that do not require a practical or coursework component. These qualifications are good alternatives for those who study independently or are home-schooled. These qualifications are accepted by UK universities.

### Access Arrangements

The JCQ have clarified regulations with respect to applications for Access Arrangements for private candidates. This centre must now:

**Undertake the necessary and appropriate steps to gather an appropriate picture of need and demonstrate normal way of working for a private candidate. This includes distance learners and home-educated students. The centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. The centre must comply with the obligation to identify the need for, request and implement access arrangements.**

If you require special arrangements (reasonable adjustments) to access examinations and hold the necessary **recent** evidence (medical or psychological), please contact us to discuss your requirements **before** making an application. The earlier our SENCO is informed (up to 2 years before the exams will be taken), the more likely we will be able to put the necessary arrangements in place. **Places for candidates who require access arrangements are very limited.**

## **ENTRY DEADLINES (For Entries without late fees)**

This is the last date to make an exam entry without additional late fees guaranteed. Other entries submitted before the exam boards' entry deadline will be processed without late fees, if possible.

**We DO accept late entries but there will be LATE FEES to pay.**

The deadline for **Summer exam entries** - (May/June – all boards, all qualifications) is:

**Monday 8<sup>th</sup> January 2024.** (Entries accepted from Monday 27<sup>th</sup> November 2023.)

## **DEADLINES FOR REFUNDS**

**May/June series: AQA/Edexcel: 19<sup>th</sup> April 2024**

If you decide to withdraw from a booked exam before the exam board refund deadline (above), you will be entitled to a refund of the exam fees paid less a £45.00 administration charge. There are **no refunds** for **late entries** (all exam boards).

## **What next? – Complete the online application form**

In order to proceed with exam entries, you will need to complete the application form to confirm your personal details and the papers you wish to sit. Please **click on the link to the online application form and complete** <https://form.jotform.com/233383777525365> Any difficulties please contact the exams office: [exams.officer@hkgg.bham.sch.uk](mailto:exams.officer@hkgg.bham.sch.uk)

## **Check syllabus requirement**

Before making an application, you must check the specification/syllabus produced by the exam board to ensure that you are fully aware of the regulations and requirements involved. These can be found by searching the exam board websites on the internet.

## **Identify your entry codes**

Entries are made using a specific entry code. For some **GCSEs/IGCSEs** a letter can be added to the code to identify different options e.g. H for higher tier, F for foundation tier. It is vital that you supply the correct entry code. Making amendments after the entry deadline can prove expensive. Entry codes can be found by searching the exam board entry handbooks on-line. If you require confirmation of entry codes, please contact us by email or phone.

### **Find your Unique Candidate Identifier (UCI)**

If you have completed exams before, you will need to supply your UCI (Unique Candidate Identifier) number. This is a **12-digit number followed by a capital letter** that can be found on previous statements of entry or results. It is also contained as part of a longer code found on the bottom of some certificates (AQA). Please contact your previous exam centre to ask for your UCI, if necessary. If you have never taken exams before, or took your exams before 1998, or whilst abroad, you will need to be allocated a UCI; so, please leave the relevant box blank. **IMPORTANT: If you are going to sit exams at more than one centre, or need to carry forward coursework/NEA or practical results, you must use your original UCI number.**

### **Unique Learner Number (ULN)**

If you have been assigned a ULN (Unique Learner Number), please supply it so your new qualification can be added to your personal learning record. If born after September 1995, you should have a ULN. Others involved in education recently may also have a ULN. This is a **10-digit number** that can be found on previous statements of entry or results. It is also contained as part of a longer code found on the bottom of some certificates (AQA). It is useful but not necessary to supply a ULN to make exam entries.

### **Other Requirements**

1. Please click on <https://form.jotform.com/233383777525365> and complete the application form.
2. Please upload, a recent, clear, digital, passport type photo into the photo box on the application form. It can be a 'selfie' taken on your phone.
3. Please upload, a recent, clear, digital, photo or scan of the photo page of your passport or your photo driving license into the ID box on the application form. Other Photo IDs are accepted for example school/college/university IDs. **This photo ID will then need to be brought to this centre on the day of each exam.**
4. Pay the exam fee.  
Once we have received and checked your completed application form, we will send a link by email or text for you to make the payment.

**It is school policy never to enter private candidates without prior payment.**

Having processed your application form, we will email you:

- a. A statement of your exam entries.
- b. Your exam timetable.
- c. A fee invoice/receipt

**Please keep these documents safe to be well prepared for your exams.**

**WARNING: It is your responsibility to double check that you have been entered for the correct exam papers and that you attend this centre on the correct date and time to complete the exam.**

Should you require further information or help, please do not hesitate to email us:

**Faria Chughtai | Exams Officer | 0121 773 7496**

**Ambia Khanom | Exams Assistant | 0121 773 7496 18 Dixon Road, Small Heath, Birmingham, B10 0BP  
Exam Centre 20424**

Email [faria.chughtai@hkgg.bham.sch](mailto:faria.chughtai@hkgg.bham.sch) or [a.khanom@hkgg.bham.sch.uk](mailto:a.khanom@hkgg.bham.sch.uk) or  
[exams.officer@hkgg.bham.sch.uk](mailto:exams.officer@hkgg.bham.sch.uk)

## **PRIVATE CANDIDATE EXAM FEES**

**THESE FEES MAY BE ADJUSTED FOLLOWING ANY EXAM BOARD INCREASES**

<b>EXAMINATION FEES PER QUALIFICATION (NOT PER PAPER)</b>	<b>COST OF ENTRY</b>	<b>COST OF LATE ENTRY (1 month after entry deadline)</b>	<b>COST OF VERY LATE ENTRY (2 months after entry deadline)</b>
GCSE (ALL EXAM BOARDS)	£220.00	£270.00	£320.00
GCSE DOUBLE AWARD SCIENCE	£270.00	£370.00	£470.00
EDEXCEL IGCSE	£230.00	£280.00	£330.00
EDEXCEL IGCSE DOUBLE AWARD SCIENCE	£300.00	£420.00	£540.00
GCE AS LEVEL	£240.00	£310.00	£380.00
GCE A LEVEL	£310.00	£450.00	£590.00
<b>LANGUAGE SPEAKING TESTS</b>			
ENGLISH LANGUAGE ENDORSEMENT (AVAILABLE JUNE 2024)			£40.00
GCSE/IGCSE MODERN FOREIGN LANGUAGE ENDORSEMENT (CHECK AVAILABILITY)			£60.00
GCE AS LEVEL SPEAKING TEST ( CHECK AVAILABILITY )			£70.00
GCE A LEVEL SPEAKING TEST ( CHECK AVAILABILITY)			£115.00
<b>OTHER CHARGES</b>			
ENTRY AMENDMENT FEE	PRICE ON APPLICATION		
EXAM CLASH SUPERVISION	Included in cost of entry		
TRANSFERRED CANDIDATE FEE	£45 ADMIN FEE		

*Exam fee includes exam board entry fees per qualification (NOT per paper), administration charges (entries and results) and invigilation fees, postage of results, tracked postage of certificates.*

*Additional costs associated with access arrangements will incur a separate charge which will be calculated on an individual application basis.*

**If you require help calculating the fees, please contact HKKG Exams office 0121 773 7496.**

### **DEADLINE FOR REFUNDS**

Partial refunds less the £45 admin fee are possible as long as entries are withdrawn before the exam board refund deadlines.

Please consult the **DEADLINES FOR REFUNDS** section above concerning the deadline dates.