



PRIVATE CANDIDATE HANDBOOK

**Centre Name: The Whitehaven Academy
Exam Centre Number: 42233**

2023/24

TABLE OF CONTENTS

1. GENERAL INFORMATION3

2. IDENTIFICATION3

3. MAKING AN ENTRY4

4. EXAM TIME5

5. CONDUCT OF THE EXAMINATION7

6. SPECIAL CONSIDERATION8

7. RESULTS9

8. POST RESULTS SERVICES.....9

9. CERTIFICATES9

1. GENERAL INFORMATION

The information in this handbook is designed to act as a guide for those candidates who are sitting examinations as a private candidate at The Whitehaven Academy.

As a private candidate, you are solely responsible for ensuring you are entered for the correct examination(s) and tier of entry. Administration forms will be issued to you prior to the entry deadline for you to check details.

We strongly advise that you obtain a copy of the current specification for any subject you wish to study. Past papers and mark schemes are available to download from the relevant exam board.

The Examinations Officer at The Whitehaven Academy is Dawn Burkinshaw, and contact details are listed below.

Telephone: 01946 595424

E-mail: dburkinshaw@whitehavenacademy.org.uk

2. IDENTIFICATION

Before your entry can be accepted, The Whitehaven Academy must be satisfied about your identity. This can be done in one of two ways:-

- i) If you are known personally by a member of staff at the academy, they can agree to vouch for your identity. No further action needs to be taken, provided that you can be identified by the invigilator at the start of each exam session.
- ii) If you are not known personally by a member of Staff at the academy, you will need to present your passport/ID card or driving license in person, to the Examinations Officer. No further action needs to be taken to prove identification when your entry is made, but you **must** produce your passport or driving license for inspection by the Invigilator at the beginning of each exam session.

3. MAKING AN ENTRY

The entry deadlines for GCSE, IGCSE, AS and A2 examinations are detailed below.

GCSE and IGCSE: 19th February 2024

AS and A2: 19th February 2024

Please be aware that a small number of organisations do not recognise IGCSE's. Before taking this option, it is suggested that you contact the university/college/institution to confirm that they accept them.

Information

You need to provide the following information to the Examinations Officer to ensure your entry is processed correctly.

- Full name
- Postal address including post code
- Contact telephone number
- Date of birth
- Details of the subject(s) you wish to enter
- Any previously allocated UCI number
- Details of any access arrangements you require and the appropriate evidence

UCI number

This is a 13-character Unique Candidate Identifier (UCI) which makes it possible to identify you from thousands for students who sit exams each year.

You can find your UCI number on any previously issued Statement of Results or exam certificates.

If you do not have a UCI number, one can be issued to you.

Access Arrangements

Access arrangements are agreed before an assessment and allow candidates with special educational needs, disabilities or temporary injuries to access the assessment, and show what they know without changing the demands of the assessment.

There are many different types of Access Arrangements; from extra time, the use of a word processor, own room, rest breaks, enlarged papers etc. These arrangements can only be granted to the candidate if there is a proven need.

For example, if you have been diagnosed with dyslexia, you should have an educational psychologist's report which states you need extra time. The School would need to see this and retain a copy for your file, in order to process your application for the extra time

It is not possible to grant access arrangements for private candidates unless the SENCO (Special Educational Needs Co-ordinator) has seen the supporting evidence and agreed on the adjustment.

Deadline for this is 31st March 2024

NB: There may be an additional charge for some access arrangements.

Coursework, controlled assessments and practicals

It is not possible to accept candidates for practical assessments, coursework or controlled assessments at The Whitehaven Academy.

Cost

There are two components to the exam charges for a private candidate. Payment is to be made in full before any entry can be submitted.

- 1) Entry fee as charged by the exam board
- 2) Administration fee - £60.00

Additional costs may be incurred for the provision of access arrangements.

Entries

Approximately one month before the entry deadline, you will receive a

- Statement of Entry
- Exam timetable

The Statement of Entry must be checked to ensure all the information is correct including your name, date of birth, UCI number, and subject information. If you notice any errors, you must inform the Examinations Officer as soon as possible.

The Exam timetable shows when your examinations are, how long they last and the location.

Once you have checked your statement of entry and paid the invoice, the hard work really begins, as it's over to you to study for your examinations!

Please be aware that The Whitehaven Academy **cannot** offer guidance on the subject material, or provide tuition.

4. EXAM TIME

IGCSE examinations often begin slightly earlier than GCSE examinations, generally the first week or two in May. AS examinations begin in the middle of May, with A2 exams beginning at the beginning of June. These dates are approximate, so you must check your exam timetable thoroughly.

Regulations

You must abide by the JCQ regulations which can be found at:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Failure to abide by any of these regulations will be reported to the exam board. They will investigate and, in serious cases, they may ban the candidate from taking examinations with them for up to 3 years.

Academy regulations

You must arrive at least 15 minutes prior to the start of your examination.

Morning exams begin at 9.05am, and afternoon exams at 1.10pm.

Private candidates are seated in a separate row in the sports hall, with the internal candidates.

You are expected to remain in your seat in the sports hall for the duration of the examination.

Private candidates must produce relevant photographic identification prior to the beginning of their examination. Private candidates will not be permitted to sit the exam if they fail to bring identification with them.

Mobile phones, smart watches and watches in general are not permitted. It is strongly recommended that you do not bring one with you. They may be left at the front of the exam hall, but the academy will not accept responsibility for any loss or damage.

Equipment

Candidates are required to supply their own writing implements, calculator and mathematical equipment, where permitted. Only clear pencil cases are permitted in the exam hall. If you do not have a clear pencil case, you will be asked to remove any writing implements you may need and have these on your desk.

The majority of examinations are marked on-line, so examination papers are scanned and sent securely to markers. Candidates are only allowed to write in black ink and use HB pencils. You should **not use** gel pens, tipex or mechanical pencils.

Candidates are permitted the use of a calculator in examinations, except where this is prohibited by the examining board. They should be non-programmable, with no text retrieval or graphical facilities, unless otherwise specified on the rubric of the paper.

Candidates must place calculators on their desks. Calculator cases are not permitted on the desk, but may be placed on the floor upside down.

Candidates are entirely responsible for the working order of their calculators.

Candidates whose first language is not English may use a dictionary in any examination except where it is prohibited by the examining board. Dictionaries are provided for candidates, they cannot use their own dictionary. If you require a dictionary, you must inform the Examination Officer at time of exam entry.

5. CONDUCT OF THE EXAMINATION

Candidates must not communicate with anyone during the examination, with the exception of the Invigilators. Candidates who wish to talk to an Invigilator must remain seated and raise their hand.

Misconduct

Invigilators who have reasonable suspicion that a candidate may be in possession of unauthorised materials or equipment may, within the boundaries of decency, ask a candidate to clear themselves of suspicion by emptying their pockets, pulling back long hair to reveal ears/neck or remove outer garments of clothing. A candidate has a responsibility to comply with such a request and any failure to do so should be recorded and immediately advised to the Examinations Officer.

Examination Documentation

Candidates are not permitted to remove any examination documentation from the exam room.

Candidates may request additional answer sheets during the examination. Any rough work or notes which a candidate does not wish to be marked should be made on an answer sheet and crossed through. No pages should be removed from question papers, nor should papers be removed from the examination room.

Illness

Should you become ill during an examination, you must inform the invigilator. There are medical staff at the School to assist, but they are unable to provide medication. You may be allowed to return to the exam room if you feel able to continue with the exam.

If you are too unwell to complete the exam, you should visit a doctor to obtain medical evidence of your illness. The Exams Officer can then use this evidence to apply for Special Consideration.

Evacuation of the exam room

Should the fire alarm sound and it becomes necessary to evacuate the exam room, candidates will be escorted to the evacuation area. Candidates are not permitted to speak to one another in order to preserve the security of the examination. When it is safe to do so, candidates will be allowed back into the exam room to continue the examination with whatever time remains.

Conclusion

Scripts must be handed to the invigilator before you are permitted to leave the exam room.

6. SPECIAL CONSIDERATION

Special Consideration

This is an application to the exam board to take into account any adverse circumstances which may have affected a candidate's performance. For example illness (both short-term and long-term), bereavement, domestic crisis, serious disturbance in the exam room, etc.

Special consideration will normally be given by applying an allowance of marks to each component affected within the specification. The size of the allowance depends on the timing nature and extent of the illness or misfortune. The maximum allowance given will be 5% of the total raw marks awarded in the concerned component.

The Examinations Officer must process any requests for special consideration; candidates are not permitted to contact the exam board directly.

7. RESULTS

Results are released to candidates on the following dates:-

AS & A2	Thursday 15 th August 2024
GCSE	Thursday 22 nd August 2024

You must collect your results from the academy in person or telephone the examinations officer to arrange a nominated person to collect on your behalf.

8. POST RESULTS SERVICES

Should you be unhappy with your results, you may request a remark or a copy of your script.

The Examinations Officer will be available to answer any questions you may have about post results services.

The exam boards charge for these services. As a private candidate, any requests for post results services must be paid for prior to the Examinations Officer submitting the request to the exam board.

9. CERTIFICATES

Results certificates are sent by the exam boards to reach the academy by early November.

Wherever possible, candidates are encouraged to collect exam certificates in person, and they will be required to sign for receipt. If it is not possible to come in to the academy a nominated person may be sent on your behalf but they must have written confirmation and photo ID. Certificates WILL NOT be sent out in the post.