

# Private Candidate Policy/Procedure

2022-2023

## **PREFACE**

The Chiltern Hills Academy is a learning environment at the heart of its community. The Academy promotes the Christian values of honesty, respect, compassion, love, forgiveness, self-discipline and hope.

The Academy are a community in which staff, students and parents/carers work collaboratively to develop a learning environment and organisation which is innovative, creative and exciting. All members of the Academy are motivated and inspired by its vision and ethos to give their best and to play a full part in its life. Our dual specialism of Design and Performing Arts will equip our students with world class skills for the world of work.

This policy, and its associated procedures and protocols, is based on these key principles.

### **Head of Centre**

Ms S Chapman

### **Examinations Officer**

Mrs Tracey Dell

Address: Chartridge Lane  
Chesham  
Bucks  
HP5 2RG

Telephone: 01494 782066

Email: tdell@chacademy.co.uk (Examinations Officer)

## AIMS & OBJECTIVES

Chiltern Hills Academy is a Joint Qualification Council authorised Examination Centre. Private Candidates are people who wish to enter external examinations through our Centre but who are not on the school roll. This includes former students, those studying through distance learning and home educators.

This booklet lays out our terms and conditions for dealing with private candidates. It is not intended to be an exhaustive guide to all the possible issues relating to being a private candidate - it is **the candidate's responsibility** to ensure that they register for examinations that are *available to Private Candidates* and that both the Examination Centre and the Candidate understand and follow the examination board's procedures and regulations for the relevant specification(s). Chiltern Hills Academy cannot be held responsible for any errors that occur as a result of failure to follow these guidelines.

The Academy will consider private candidates under the following circumstances:

- Students studying under the guidance of the Buckinghamshire County Council Elective Home Education Consultants
- Ex-pupils taking a 'gap' year wishing to improve their GCE grades
- Other students studying subjects in line with our current syllabus where coursework is being verified by Chiltern Hills Academy staff

Any Private Candidates meeting the above criteria will be considered for entry provided their subjects are in line with the awarding organisations and specifications being entered by Academy students. Page 14 contains these details.

Private Candidate information and guidance for the awarding organisations may be found at the following links:

AQA

<http://www.aqa.org.uk/student-support/private-candidates>

EDEXCEL/Pearson

<https://qualifications.pearson.com/en/support/support-topics/registrations-and-entries/academic-registrations-and-entries/private-candidates.html>

OCR

<https://ocr.org.uk/students/private-candidates/>

WJEC

<https://www.wjec.co.uk/home/student-support/private-candidates/>

**Before registering for *any* examination, private candidates are *strongly advised* to look at the relevant specification (syllabus) and other related information on the examination board's web site.**

## REGISTRATION

To register, candidates should either email or attend the Academy in person with:

- **A completed application form** (located on the last page of the Private Candidates Guide) containing Specification Code, Award Code and Unit Codes as taken from the Specification of the Award being examined – it is vital that this information is correct as any amendments will incur charges from the Awarding Organisation.
- **Photographic ID** (either passport or driving licence). If these are not available then a passport size photograph with a covering letter from a Teacher, GP, etc. (Both the letter and the photograph are to be signed by them). This information will be photocopied for the Centre's records and must be provided as identification prior to any examination.

Acceptance of any private candidates is at the discretion of the Centre as outlined on page 4 of this booklet. The Academy is under no obligation to accept all applicants. The Academy reserves the right to refuse to accept any person as a private candidate and to refuse any entries which would involve the school with coursework, portfolios, oral or practical examinations or similar.

## PRE-RELEASE/CASE-STUDY INFORMATION

Some units have pre-release/case-study material that candidates require before the examination. For some units, the relevant material becomes available on the board's website at a specified time period before the examination. For others, paper copies are forwarded to the Examinations Centre which will then be distributed to candidates. Candidates should inform the Examinations Officer on registration if these materials are required.

## ACCESS ARRANGEMENTS

The Examinations Officer must be advised as soon as possible if a candidate requires any access arrangements to be addressed such as extra time, use of a laptop computer, scribe etc. Candidates **must** supply the original of the Educational Psychologist's (or medical Doctor's/consultant) report that entitles them to this arrangement when they register. There is also a **data protection form** that must be completed if the Academy is to request this when registering (form on page 6).

It is the responsibility of the candidate to provide any evidence required to support the application. These are now applied for electronically and are not transferrable from centre to centre. The Examinations Officer will make any arrangements required and, if any additional costs arise due to these arrangements, these will be payable by the candidate.

If a medical (or other) issue occurs during the examination period, a candidate can request that "special consideration" be applied if they consider that it has disadvantaged their examination performance. Again, the candidate will need to supply medical or other evidence that can be forwarded to the board in support of the candidate's application. Candidates must note that this would be an application for consideration and is not, at this point, confirmed. Special consideration requests are assessed by the Awarding Organisations.

## Personal data consent from examination candidate (aged 13 or over): *Access arrangements online*

You are asked to complete this form as your SENCo has decided that access arrangements are required when you sit your examinations. (The term 'access arrangements' is explained in the Privacy Notice that should have been provided to you by your centre. If you have not received it, please ask your centre to provide it). As you are over 13 years of age you can sign this form yourself.

<b>Centre name:</b>	Chiltern Hills Academy
<b>Centre details:</b>	Chiltern Hills Academy
<b>Centre's address:</b>	Chartridge Lane Chesham Bucks HP5 2RG
<b>Centre's examinations Officer or SENCo:</b>	Name: Tracey Dell Job title: Examinations Officer Email address: <a href="mailto:tdell@chacademy.co.uk">tdell@chacademy.co.uk</a> Name: Mohammad Umar Job title: Sendco Email address: <a href="mailto:mumar@chacademy.co.uk">mumar@chacademy.co.uk</a>
<b>Centre's Data Protection Officer:</b>	Jane Selvey <a href="mailto:jselvey@chacademy.co.uk">jselvey@chacademy.co.uk</a>

\* If your centre has not filled in the above for you, ask your centre to provide you with the required information.

<b>Your full name:</b>	[Insert name of student]
<b>Your date of birth:</b>	[dd/mm/yyyy]
<b>Consent to using and sharing information about me, as described in the Privacy Notice:</b>	YES / NO [Delete as applicable]

1. I have received and read the Privacy Notice entitled 'Privacy Notice for examination candidate aged 13 or over: *Access arrangements online*'.
2. I agree to my centre applying for access arrangements on my behalf, for the purposes of the application.
3. My consent decision, about whether information about me can be used and shared (as described in the Privacy Notice) for the purposes of the access arrangements application, is stated in the table above.
4. If I have said 'YES' (i.e. given my consent), I know I have the right to withdraw my consent at any time, and I will tell the examinations officer or SENCo of my centre if I want to withdraw my consent.
5. I know that the Privacy Notice may change, and the centre must tell me about any new Privacy Notice. It is my responsibility to tell the examinations officer or SENCo of my centre, after I have been told about the new Privacy Notice, if I want to change my mind about my consent.
6. I know that if I do not give my consent, or if I withdraw it, the centre and/or the relevant awarding bodies might not be able to process access arrangements for me. I understand that if the application cannot be processed, access arrangements will not be granted.

**My signature:** \_\_\_\_\_

Effective from 1 September 2022

## **Privacy Notice for examination candidate aged 13 or over:**

### ***Access arrangements online***

This Privacy Notice applies to the following **qualifications**:

- AQA Applied General qualifications;
- AQA Level 1, Level 2 and Level 3 Technical qualifications;
- Cambridge Nationals;
- Cambridge Technicals;
- OCR Level 3 Certificates;
- WJEC Welsh Baccalaureate Qualification (WBQ);
- WJEC Level 1 and Level 2 General qualifications;
- WJEC Level 1 and Level 2 Vocational qualifications; and
- WJEC Level 3 Applied qualifications from, respectively, AQA, OCR and WJEC.

FSMQ, GCE AS and A-level and GCSE qualifications from the following **awarding bodies**: AQA, CCEA, OCR, Pearson and WJEC, who are represented by **JCQ** (the Joint Council for Qualifications <sup>CIC</sup>).

This Privacy Notice is provided to you by your **centre**, which is the person or organisation (e.g. your school) who enters you for your examinations. It tells you how your personal information is used for processing online applications for access arrangements.

**Access arrangements** are pre-examination adjustments for candidates with learning difficulties and disabilities based on evidence of need and normal way of working. They take account of one or more of the following impairments when you take an examination: your learning difficulty, medical condition, physical disability and/or sensory impairment.

References in this Privacy Notice to the ***Access arrangements online form*** are references to the document '**Personal data consent from examination candidate (aged 13 or over): *Access arrangements online***' that has been provided to you by your centre.

### **Your controller**

Your centre is a controller of your personal information. The awarding bodies, including JCQ, will also be controllers when they receive or use your personal information.

A **controller** is someone who uses your personal information and decides the purposes for which it will be used, and the methods of use. The contact details for the centre are

included in the *Access arrangements online* form. Contact details for the awarding bodies can be found at: <https://www.jcq.org.uk/contact-our-members/>.

## Personal information

To apply online for access arrangements your centre must use your name, date of birth, candidate number, year group and the academic year(s) when you will take your examinations. They must also confirm what your impairment(s) is/are, and the difficulties that they cause you, as relevant to the request for access arrangements.

If the online application for access arrangements is rejected, your centre may refer the decision to each relevant awarding body to review. As part of this review, your centre will need to provide **detailed information** about your impairment(s), and the difficulties caused, to enable the relevant awarding bodies to make a decision.

## How your personal information is used

If you sign the *Access arrangements online* form to give consent, the examinations officer or SENCo at your centre will apply online for your access arrangement(s). The online system is commissioned by JCQ and operated by one of the awarding bodies on behalf of all the others.

The online system is programmed to make a decision about your application. If the application is rejected and your centre refers the decision, it will have to provide the detailed information described above. The relevant awarding body/bodies will use the detailed information to review the application and either confirm or change the decision.

Your personal information submitted in the *Access arrangements online* form, and the detailed information, will be kept by your centre. The centre will tell you how long the form and information will be kept. The relevant awarding body/bodies will keep the information that is submitted online, and any detailed information, for up to seven (7) years.

Your information may be used for other purposes, without your consent, in some circumstances, such as to comply with law or to combat crime, as part of dealing with alleged malpractice, or to report potential malpractice or fraud to regulators (such as Ofqual or Qualifications Wales). The awarding bodies may share your information with each other in some circumstances, to help them achieve consistency in their decisions. JCQ and each of the awarding bodies will also need their suppliers to use your information (for example, the online portal for access arrangements relies on host and connectivity providers).

The awarding bodies use your personal information in the UK, where laws protect the information. Your personal information will only leave the UK if you or your centre are outside the UK, where such laws may not apply. You can find more details, including the legal basis for the use of your personal information by your centre and the awarding bodies at:



## Your choices

You do not have to give your consent by signing the *Access arrangements online* form. If you withhold consent, the centre might not be able to process an online application for you.

## Your rights

If you sign the *Access arrangements online* form to give consent, you have the right to withdraw your consent at any time. You also have rights to find out how the online system made the decision about your application, and to get the decision reviewed by an awarding body Officer, and to complain to the Information Commissioner (which is the UK regulator of personal information). Your other rights are to access your personal information that is held by relevant awarding bodies or JCQ, or to ask for it to be corrected or erased.

To exercise rights, if you live in the UK or EU, just tell the examinations officer or SENCo at your centre, using the contact details contained in the *Access arrangements online* form, and (wherever you live, if the application has already been made) tell the awarding bodies or JCQ using the contact details referred to above. You can find more detail about these and your other rights at:

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

## Dated:

Effective from 1 September 2022

## DEADLINES

Deadlines for entries are set by the Awarding Bodies and completed applications and payment MUST be received by the Examinations Officer in sufficient time to submit entries and allow queries to be dealt with. To prevent late fees or other charges, all queries with regard to entries must be resolved by the examination board deadlines, therefore the following deadlines apply to all private candidates

NOVEMBER 2022                      Friday 30th September 2022

SUMMER 2023 GCSE                Tuesday 31<sup>st</sup> January 2023

SUMMER 2023 GCE                Tuesday 31<sup>st</sup> January 2023

Entries and payment MUST be received at Chiltern Hills Academy by the above dates to guarantee entry without late fees.

***NB: No further entries will be accepted after these dates.***

## ENTRY FEES

Examination Boards entry fees differ and their fees booklets should be referred to in conjunction with this booklet. The table below provides the internet hyper-links.

Edexcel  
<https://qualifications.pearson.com/content/dam/pdf/Support/Fees-for-academic-and-vocational-qualifications/uk-general-qualifications-fees-2022-23.pdf>

AQA  
<https://www.aqa.org.uk/exams-administration/entries/entry-fees>

OCR  
<https://ocr.org.uk/administration/fees/>

WJEC  
<https://www.eduqas.co.uk/media/vcggaa23/wjec-entry-fees-2022-23-all-series-english-15-07-2022.pdf>

**PLEASE REMEMBER THAT THE DEADLINES PUBLISHED ON THESE PAGES ARE THOSE FOR THE EXAMINATION BOARD. CHILTERN HILLS ACADEMY DEADLINES MUST BE REFERED TO ON THE PREVIOUS PAGE OF THIS BOOKLET.**

## ADMINISTRATION FEES

In addition to the examination board entry fees and post results services fees, a non-refundable administration fee will be charged as follows:

GCSE Examinations	£50.00 per entry
GCE AS/A Level	£50.00 per entry
Late Cash In	£15.00 per subject
Post Results Services	£15.00 per subject

This fee will include postage by first class post of all paperwork (including results if not collected in person), invigilation and room hire. It does not include postage of certificates as these **MUST** be collected in person.

Additional Charges may arise for:

- Candidates who may require a separate room, reader or scribe, may incur additional invigilator fees.
- Requests for Access Arrangements.
- Post Results Services fees (published with results).

## REFUNDS

Generally, the Academy is *unable to refund candidates* for examinations for which they have registered, as the Examination Board will still charge the Academy for making the entry. If candidates provide a written request to be withdrawn that allows the Academy enough time to withdraw the entry in line with the awarding organisations' deadlines, without being charged, the Academy may be able to offer candidates a partial refund. Candidates should make enquiries with the Examinations Officer if this is a concern.

## GENERAL INFORMATION TO CANDIDATES

### APPLICATION FORM

It is the candidate's responsibility to ensure that *all* the requested information is provided and is *clear*. Missing out the candidate's date of birth, not typing or using BLOCK CAPITALS can cause errors and subsequent problems of identification at the examination board. Missing out the UCI number or a certification code, can have more serious consequences. Not checking the examination entry code is correct for the specification the candidate is studying could result in the wrong paper being delivered; this will cause unnecessary delays and undue stress to the candidate on examination day. All contact information should also be included. It is the candidate's responsibility to ensure that all details on the application form are correct.

### UCI NUMBER

The Unique Candidate Identifier (13 characters in total - 12 digits and a letter on the end) is used to coordinate candidates' individual examination marks. This number is unique. If this is not provided or is incorrect, there is a real risk that a candidate will not receive an overall grade once the qualification is completed. This number can normally be found on any previously achieved certificates or statements of entry. If the candidate has not recently (in last 10 years) sat any examination then the Examinations Officer will issue them with a UCI when entries are made.

### THE NECESSITY OF IDENTIFICATION

All Private Candidates need to come in to the Academy to be formally identified by photo ID, (Passport, Driving Licence or National ID card). Railcards or Student/College ID is not acceptable. This is an Examination Board requirement.

Please bring with you a recent passport sized photograph so that you can be issued with Examination Identification which will help the invigilators to identify you during the examination period.

### DOCUMENTATION

- Candidates will be forwarded the following documentation from the Centre: Invoice/receipt for fees
- Statement of Entry – Candidates should check that this contains the correct legal name and entry codes. It will also include the candidate's candidate number (which may differ in each series)
- Examination Timetable
- Examination Identity Card
- JCQ Instructions to Candidates
- Letter explaining what is required on the day of the examination and results dates

## PERSONAL DATA

The awarding bodies collect information about exam candidates. The centre will provide relevant personal data including name, date of birth, and gender to the awarding bodies for the purpose of examining and awarding qualifications. To understand what information is collected and how it is used, please read the JCQ Information for candidates – Privacy Notice.

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

Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, ESFA, regulators, HSEA, UCAS, Local Authorities and the Learning Records Service (LRS). Additionally, candidate's personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. Awarding bodies maintain a comprehensive archive record of candidate's examination results. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of individual's achievements.

If malpractice is suspected, or alleged, personal data about the candidate will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies the qualifications regulator or professional bodies in accordance with JCQ publication.

## EXAMINATION DAY

- Candidates are to arrive at least 30 minutes prior to the start of examinations. *They should note that there are guidelines laid down by JCQ for candidates who arrive late and candidates may not be permitted to take the examination.*
- All private candidates are to book in at Main Reception, wear a visitor's badge at all times and should not proceed around the premises unaccompanied unless authorised to do so.
- Candidates will be required to show either the Examination Officer or the Examination Invigilator their photo ID.
- Before entering the examination hall candidates must turn off all mobile phones, MP3/MP4 players, iPods and remove wrist watches as these are not allowed in an examination and will be instructed on where to place these along with any coats, bags etc. (Whilst the Centre endeavours to maintain security, these items are left at the candidate's own risk).

We please ask that you do not attend Chiltern Hills Academy:-

- If you have tested positive for coronavirus
- if you are self-isolating after returning or entering the UK
- if you have been contacted by the NHS test and trace services and asked to self-isolate
- if anyone in your household or your close contacts had or **have**: a high temperature, a new continuous cough or a loss of, or change to, their sense of taste or smell?

Please refer to the government website for the latest guidance. If you have any further queries regarding the above, please contact the Examinations Officer

## RESULTS

Candidates will be informed at what time they can collect results from the Centre on Results Day. Any results not collected will be forwarded to candidates' home addresses by first class post at the end of the day. This will include a covering letter that outlines the post-results services that are available (enquiries about results and script access requests) and the charges for them.

## POST-RESULTS SERVICES

The covering letter that comes with the candidate's Statement(s) of Results indicates which post-results services are available.

If a candidate wishes to query a result they **must** complete and return the form printed on the back of the covering letter. Candidates can request either:

- a *Clerical Check* to ensure that the Board's procedures were correctly followed
- an *Review of marking* where the examination is re-viewed
- or a *Priority Enquiry about Results* service where the candidate's place in higher education is dependent on a successful review of marking (this service is available for A Level only).

If candidates would like to have access to their examination script(s), they can request either a *priority copy* (so that they can review it before deciding whether they want to request an Enquiry about Results) or the *original script*.

## CERTIFICATES

The Centre should receive the candidate's certificate(s) by November (for the May/June session). Candidates should telephone to make arrangements for **collection in person** (with photo ID). Uncollected certificates may be returned to the Board(s) or destroyed.

## Subjects Currently Available to Private Candidates via Chiltern Hills Academy

### GCSE

SUBJECT	BOARD	SPECIFICATION/ CERTIFICATION	SUMMER 2023	SUMMER 2024
English (First Language)	AQA	8700	✓	✓
Mathematics	Edexcel	1MA1	✓	✓

### GCE A Level

SUBJECT	BOARD	SPECIFICATION	SUMMER 2023	SUMMER 2024
Mathematics	Edexcel	9MA0	✓	✓
Psychology	AQA	7181/7182	✓	✓
Sociology	OCR	7191/7192	✓	✓

Only GCE examined units are available to private candidates. Summer 2023 AS and A2 examinations are dependent on the uptake of each subject at the Academy and are therefore subject to change. Please check at the beginning of the academic year (September 2022) to ascertain if the Academy will be making entries in your chosen subject the following summer.



## Application Form for Private Examinations Candidate

TITLE		SURNAME	
FORENAME(S)			
ADDRESS			
POSTCODE			
TELEPHONE			
E-MAIL			
DATE OF BIRTH			
CURRENT/PREVIOUS SCHOOL			
UCI NUMBER*			

(\*this will have been issued if you have previously sat any examinations e.g. 568180014973X)

**PLEASE USE A SEPARATE SHEET FOR EACH AWARD**

Examination Board			
Subject (Award)			
Specification/Cash-in code		Tier	
Entry Codes or Unit Numbers			
If taking GCE do you want to cash in/certificate your award		Yes / No*	
Examination Season			

\* Delete as required. Please return this form as soon as possible. An invoice for full payment will then be forwarded. No entries will be made until payment is received. **Deadline for entries and payment for November entries is 30<sup>th</sup> September 2022 and June 2023 Entries is 31<sup>st</sup> January 2023. Late fees in both GCE and GCSE will be charged after the entry deadline and are determined by each examining body and subject.**