

Private Exam Candidates

At Oldham Hulme Grammar School, we can host a variety of qualifications and subjects taken with different awarding bodies.

As a private candidate you may be studying completely independently, you may be having some instruction privately or by correspondence course, or be in some other situation. If you are receiving help with your studies your tutor may be able to assist you on the administrative and course requirements. All courses differ in their requirements, we help where we can, but it is your responsibility to see that all administrative requirements are met.

Awarding bodies provide additional information for private candidates which you are strongly advised to read.

If you have any queries or need to contact the Exams Office, please send us an email detailing as much information as possible to enable us to answer your query promptly and effectively at exams@ohgs.co.uk

Before you make your application

Exceptions:

- We do not accept entries for Cambridge International examinations (CIE).
- Unfortunately we are unable to offer Language qualifications.
- We are also unable to accept entries for qualifications that involve controlled assessment/coursework with the exception of re-sits where the original marks are being carried forward.

As an alternative to GCSE's EDEXCEL offer an International GCSE in most subjects, the benefit of these exams are that there are no controlled assessment units and some subjects offer a January and June entry, information can be found on:

<http://www.edexcel.com/quals/igcse/Pages/default.aspx>

Making the Correct Entry:

Before making an application you must be fully aware of all the awarding bodies' requirements and regulations. It is your responsibility to carefully check the specification/syllabus for each subject, the information may be found by visiting their websites:

<http://www.aqa.org.uk/>

<http://www.edexcel.com/Pages/Home.aspx>

<http://www.ocr.org.uk/>

<http://www.wjec.co.uk/>

Private candidates may find the Supplementary Guidance for Private Candidate's booklet on the AQA website very useful.

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

Certificating for a Subject Award (Legacy A level only)

Certification is also referred to as cashing-in or aggregation; this is the addition of your unit results to produce your final subject grade. If you are sitting the exam for the first time and completing all the elements in one series you will need to enter the certificate code in order to complete. If you are re-sitting units to improve your overall grade you must enter the certificate code in your final series to re-claim your new overall result. The code is shown in the specifications.

Access Arrangements:

In some cases, candidates have a physical or a medical condition that may require special arrangements for their examinations, for example, extra time, special aids or modified papers. Our application form has a question asking whether or not Access Arrangements are required, should "yes" be selected will be contacted for further information and the evidence of need after submission.

Access Arrangements **MUST be applied for at the time of application**. The closing date for requests is the **15th January 2019**, after this date no further arrangements can be applied for.

Exam Timetable Clashes:

We will not re-arrange any of our exams to accommodate your timetable clash; it will be the responsibility of the individual to arrange this with the other centre.

Scale of Fees:

ENTRY FEES (NON-REFUNDABLE)		
GCSE/IGCSE	Per subject	£120.00
	Double Award	£240.00
AS	Full Course	£150
A Level	Full Course	£300
Legacy GCE AS/A2 (A Levels)	Per unit	£75.00

Additional Fees:

Fees are available upon request:
Amendment/Admin Fees
Late/Very Late Entry Fees
Late Certification
Supervision
Additional Room/Invigilation

OHGS reserves the right to amend its charges without notice at any time. Fees correct as to entries made for the 2018/2019 exam sessions.

Payment Details:

Once your application has been accepted we will require a non-refundable payment of the fee; as detailed in your confirmation email. Your entries will not be processed until this fee is received. See scale of fees below.

Payment may be made by cheque (made out to Oldham Hulme Grammar School) or bank transfer:

Account Number: **81682768**
Sort Code: **40 35 26**
Account Name: **Oldham Hulme Grammar School**
Reference: **(your name) PCF**

NB: please allow sufficient time before the Centre's deadline date to ensure your payment clears successfully.

How to make your application

Please ensure you have the following information to hand before you complete the application form:

- You will need your **Unique Candidate Identifier (UCI)**, this is a 12 digit number followed by a letter. It will be shown on a previous statement of entry or statement of results. If you have not taken any examinations since 1998 you may not have a UCI number. If you do not have one, enter N/A in the space and we will allocate a number to you.
- Make sure you know the awarding body and correct subject and unit codes for all the examinations you wish to sit. These can be found on the relevant awarding body websites.
- Click on the link below to open the on-line application form.



Once we have received and reviewed your information you will be emailed a copy of your application which will also show the fee total. Please read all the information in full with due care and attention, ensure everything has been recorded correctly and follow the instructions on what to do next.

Once you have confirmed your application by email, you must also provide:

- Proof of payment, such as a screenshot/image of receipt
- a photograph – a mobile phone image will suffice
- a copy of some form of photo ID (passport or photo driving licence)
- confirmation of your address for example a utility bill.

If you are not able to provide the above via email you may send by post to:

**Examinations Office
Ref. PCA
Oldham Hulme Grammar School
Chamber Rd
Oldham
OL8 4BX**

We accept no responsibility for codes entered incorrectly.

If, after the entries have been made, you wish to withdraw from any of your exams, it is very important that you contact us by email as soon as possible. Exam entry fees will not be refunded but 50% may be carried forward to the next available series. No fees will be carried forward for late entries or for withdrawals made after the deadline has closed.

Deadline Dates:

The dates below are internal deadlines to allow us time to process the entries. Applications may be accepted after the deadline date for each series, but additional fees will be payable. Please contact us by email to obtain availability and fee total for late/very late applications.

EXAM SERIES	CENTRE ENTRY DEADLINE
GCSE - November for Maths & English only	Friday 28 th September
IGCSE – January (limited exams available please check)	Friday 12 th October
All GCSE's, IGCSE's & GCE AS/A2 (A Levels) Summer	Friday 1 st February

Please be aware that the Exam's Office will be closed during the school holidays, take this into consideration making your application/waiting for replies/paying fees etc.

The Exams Office will be closed:

- Friday 19th October to Monday 5th November
- Wednesday 19th December to Monday 7th January
- Friday 15th February to Monday 25th February
- Friday 5th April to Tuesday 23rd April

On the day of your exam

Arrival for examinations:

- For a morning exam you should arrive by **9am** and for an afternoon exam by **1.30pm** (It is unnecessary to arrive earlier than 15mins prior to the examination start time.)
- If you are ill or unavoidably late, please inform the school office by telephone as soon as you can. The phone number is **0161 624 4497 DO NOT LEAVE A VOICEMAIL**. Please remember that only lateness caused by a genuine emergency will be given special consideration.
- Please be aware that we do not have parking spaces available within the school grounds, there is however parking available on the streets around the school. Please take this into consideration and allow extra time to find a parking spot before your examination starts.
- On the day of the exam please report to Reception, where you will be asked to wait until a staff member arrives to escort you to the exam room. Once in the exam room you will be asked to present your photo identification and sign in; at this point you will be asked to present your mobile phone - if you have brought one - and to demonstrate that it has been turned OFF. Please bring only essential items with you; personal possessions (bags, coats etc.) should be placed at the back of the examination room. However, all items are left at the owner's risk. It is not advisable to leave high value items. We cannot accept responsibility for any valuables being lost or stolen.
- Please note that if you have exams scheduled for the morning and afternoon sessions on the same day, it is expected that you will leave the premises after your morning exam, and return at 1.30pm for the afternoon exam.

Conduct during the examination:

- Make sure you have all necessary equipment for each examination, including spare pens etc. The awarding bodies insist on **black** ink or ballpoint pen, and it is not permitted to write in pencil. No Tipp-Ex or correction pens are allowed, and your equipment should be in a transparent pencil case or small plastic bag. **You will have to have a pencil and a black ballpoint pen for all multiple-choice tests.**
- Ensure you bring any awarding body required pre-release materials; if unsure check your specification. (Clean copies will be supplied by the exams office if this is a requirement of the awarding body).
- No food or drink is allowed in the examination room (with the exception of **water in a sports cap/non-spill bottle: which must have any labelling removed**).
- In exams requiring calculators remember that you alone are responsible for bringing your own and making sure that it works properly. You must not bring in the case or instruction leaflets. If you have a programmable calculator, you must ensure that all programmes are cleared before the start of the exam.
- Mobile phones, iPods MP3/4 players and smartwatches, products with an electronic communication/storage device or digital facility are regarded by the awarding bodies as "unauthorised material" and **must not be in candidates' possession, whether switched on or not**. Such items **must be switched off** in bags/coats at the back of the examination room or handed to the invigilator prior to the exam. Failure to comply with this regulation may involve cancellation of papers or even jeopardise the results of other candidates in the room. All rough work must be done on your answer paper, and should be neatly crossed out, but not obliterated. No papers may be brought into or removed from the exam room, except for material authorised by the awarding body.
- All wristwatches must be removed and placed on your desk at the start of the exam.
- At the end of the examination please ensure that you have completed the front page including the **numbers of the questions** you have answered. **NB: You must ensure you write your official legal name.**
- Silence must be maintained at all times in the examination room, and this rule applies **from the moment you enter the room** to the time of leaving. Please remember that other candidates may be continuing with their exam and that the rest of the school is still working and be considerate when you leave the exam room.

Late Arrivals:

Candidates must endeavour to be punctual for all exams. Should you arrive late without prior explanation you will **not** be allowed the time missed to be added to the end of the exam. Genuine extenuating circumstances will be given consideration on an individual basis.

Emergencies:

If you feel unwell whilst the examination is in session, let the Invigilator know at once.

Special consideration:

Let us know if you have felt under any genuine handicap because of your health during any of your examinations. You will require a note from your Doctor confirming any ailments; this must include the date of the exam in question. The amount of consideration given by the awarding bodies will depend on the nature of the problem.

Fire alarm evacuation:

We do hope that no fire alarms will go off during the exam period, however if this does occur please follow these instructions:

- **Stop writing and close your paper.**
- **Remain absolutely silent.**
- **You will be asked to evacuate the room. You must:**
 - **Leave all your work on the table.**
 - **Leave all your belongings.**
 - **Remain absolutely silent during the evacuation and once we are at the assembly point.**

On returning to the exam room after the evacuation, a calculation will be done on how much time was lost and your finish time will be adjusted accordingly.

Timetables:

Check your exam timetable – it is your responsibility to be here at the correct times.

Before the start of the exam session individual timetables will be issued by email. You can check date and times of your exams by visiting the relevant awarding body websites and searching for “Timetables”.

Please be aware the awarding body schedules all examinations. We are not able to alter the date or time of any examinations to suit your needs.

After Your Exams

Results:

Results will be emailed and also available to collect from reception between 9.00am and 1.00pm; any remaining results will be posted the same day. Results will only be issued to you personally; if you intend to send another person to collect them on your behalf you must let us know in advance. **No results will be given out by telephone under any circumstances.**

November Session	January Session	Summer Session	
Thursday 17 th January 2019	Friday 8 th March 2019	GCE	Thursday 15 th August 2019
		GCSE	Thursday 21 st August 2019

Post results services:

To request a post-results service(s), please contact the Examination Department via email.

Deadline dates: (TBC) Information correct as of 09/2018 and may be subject to change.

No.	Service JCQ post-results service (PRS)	Service information GCE	Service information GCSE
1	ROR Service 1: Clerical re-check	<i>This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:</i>	<i>This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:</i>
1a	ROR Service 1 with a copy of re-checked script requested	<ul style="list-style-type: none"> • that all parts of the script have been marked; • the totalling of marks; • the recording of marks; 	<ul style="list-style-type: none"> • that all parts of the script have been marked; • the totalling of marks; • the recording of marks;
2	ROR Service 2: Mark review	<i>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service will include:</i>	<i>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service will include:</i>
2a	ROR Service 2 with a copy of reviewed script requested		
3	ROR Priority Service 2: Mark review	<i>This service is as Service 2. However, it is only available if a GCE A-level candidate's place in higher education is dependent on the outcome.</i>	<i>This service is as Service 2.</i>
3a	ROR Priority Service 2 with a copy of reviewed script requested		This service is only available for Pearson EDEXCEL GCSE
4	ATS: Copy of script to support a review of marking	This service is available for all AS and A-level scripts to help decide if an ROR service 1 or 2 should be applied for.	This service is NOT available for AQA scripts. Pearson EDEXCEL scripts are free of charge; please see the relevant department to order these.
5	ATS: Copy of script to support teaching and learning	Awarding bodies will provide <i>either the original hard copy script or an electronic image of the script.</i>	Awarding bodies will provide <i>either the original hard copy script or an electronic image of the script.</i>

Terms and Conditions

OHGS accepts no responsibility for any errors recorded on your form, as a private candidate it is **your responsibility** to ensure that the application form has been completed correctly.

It is also the responsibility of the candidate to read and comply with all the rules and regulations of the awarding body and of JCQ (Joint Council for Qualifications). The details of which can be found at their website:

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

Entries will **only** be submitted once we receive full payment. Please ensure you send us a photograph, proof of your address and a photocopy of valid photographic I.D. via email or by post. We **must** be in receipt of these before your entries can be submitted.

Late applications:

Late applications may be submitted up to the late application deadline date. Our late fees are the standard fees **plus 50%**.

Refunds:

Exam fees will **not** be refunded under any circumstance, however 50% may be carried forward to the next available session at our discretion and on the condition that the withdrawal is made at least two working days before the High Late Entry Deadline.

General Conditions:

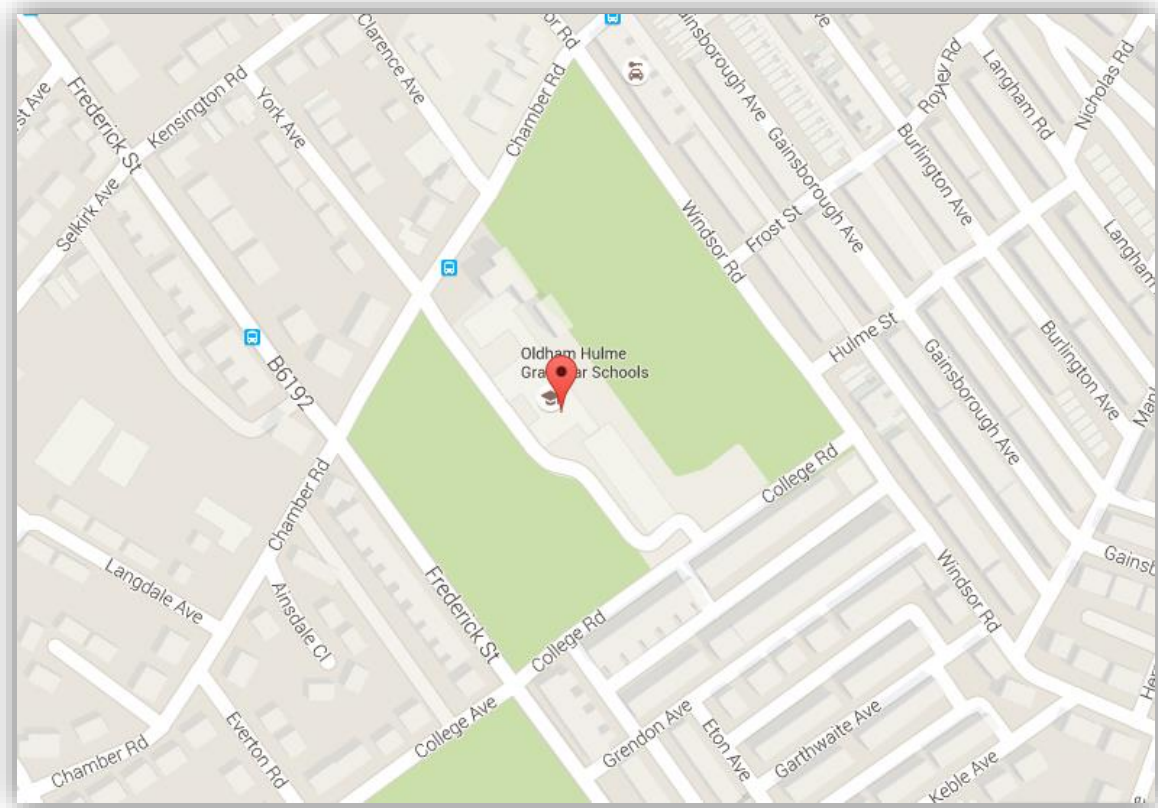
The Candidate is responsible for ensuring that they have read and understood the awarding body specification for their chosen subject. The candidate must also obtain any pre-release material required for their qualification. OHGS will **not** offer any advice, teaching or tuition.

Most people who apply to be a private candidate are friendly and polite. On very rare occasions, we encounter people (in person or on the telephone) who fall short of accepted standards. All applicants should be aware that no Centre is obliged to take on a private candidate and that awarding bodies will not intervene if a Centre refuses to accept an individual as a private candidate. As with all other Examination Centre's, we reserve the right to refuse to accept a prospective private candidate and we are not obliged to give a reason if we decide not to accept an application. Our decision whether or not to accept an application from a private candidate is final and non-negotiable.

OHGS will not be liable to the candidate for any failure or delay or for the consequences of any failure or delay in performance of our service. If it is due to any event beyond the reasonable control and contemplation of the school including, without limitation, acts of God, extreme weather conditions, war, industrial disputes, protests, fire, tempest, explosion, act of terrorism and national emergencies.

How to Find Us

The school is situated on the southern side of Oldham, approximately 1 mile from junction 22 of the M60 orbital motorway.



By Car (Sat Nav postcode OL8 4BX)

From the M60: Exit at Junction 22 and join the A62 Manchester Rd (signposted Oldham). Travel for just over a mile and turn right into Chamber Road. Proceed uphill for a further mile, cross Frederick Street (B6192) and the schools' main buildings are immediately on the right.

From the A627(M): Leave the motorway by the slip road signed Oldham at the roundabout take the second exit on to Chadderton Way A627. Remain on the A627 across the next roundabout to the following intersection and leave by the slip road. At the roundabout turn right to join the A62 Manchester Street. Travel for approximately half a mile and turn left into Frederick Street (B6192). Travel for a further half a mile and turn left into Chamber Road. The schools' main buildings are immediately on the right.

By Tram to Freehold Station

It will take about 25 minutes to walk, head north on Block Lane, at the roundabout take the first exit onto Landsdowne Rd, at the next roundabout take the first exit onto Jammy Lane, under the bridge carry onto Edward St, at the lights go straight forward onto Frederick St, turn left at Chamber Rd and the school is on the right.