



Oldham
Hulme
Grammar School

PRIVATE CANDIDATE INFORMATION

Please keep a copy of this file for future reference.

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. **Please keep a copy of this PDF for your future reference.**

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, referred to as NEA's (non-exam-assessments).

***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 (iGCSE) in most subjects, the benefit of these exams are that there are no NEA's and some subjects offer a January and a 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/>

You may find the 'Supplementary Guidance for Private Candidates' booklet on the AQA website very useful.

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

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.

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 you will be contacted for further information and your evidence of need after submission.

Due to time constraints Access Arrangements **MUST be applied for at the time of application.** Our closing date for requests is the **13th December 2019, after this date no further arrangements can be processed.**

Deadline Dates

The dates below are internal deadlines to allow us time to process the entries. Applications will not be accepted after the deadline date for each series.

SERIES	EXAMS	DEADLINE
November	GCSE RESITS - Maths & English	20/09/2019
January	Edexcel iGCSE - (limited subjects)	11/10/2019
Summer	GCSE, iGCSE, AS & A LEVEL	07/02/2020

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

Scale of Fees

ENTRY FEES (NON-REFUNDABLE)			FEES AVAILABLE UPON REQUEST
GCSE/IGCSE	Per Subject	£150	University Admissions Testing - Entry fee plus administration fee
	Double Award	£300	
AS	Full Course	£150	Amendment/Administration Fees
A LEVEL	Full Course	£300	Supervision

OHGS reserves the right to amend its charges without notice at any time. Fees correct as to entries made for the 2019/2020 exam sessions.

Payment Details

Exam fees are not refundable under any circumstance, however, should a cancellation take place before our deadline then we may, at our discretion, transfer 50% of the fees to the next available session.

Once an application is submitted, it is reviewed and an email is sent to confirm the availability of the chosen exams, the total fees due and a link to our secure payment page where the candidate should enter the aforementioned total fee and pay via debit/credit card. We are then notified upon receipt and will process the entries within 5 - 10 working days.

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 2002 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 button below to open the on-line application form.

APPLICATION FORM

- You will be asked to email the following information:
 - Passport style facial photograph
 - Photographic identification such as a passport or drivers licence
 - Proof of address such as a utility bill or GP/dentist letter

Examination Documents

After an application has been accepted and payment has been made the candidate will receive their examination documents, these comprise of:

- Candidate Sheet – this shows the entries that have been submitted to the Awarding Bodies, it is imperative that the candidate checks that they have been entered for the correct qualification as we **accept no responsibility for codes entered incorrectly.**
- Timetable – this will detail the qualification, title, code, date and time of each examination. The candidate should refer to this regularly to ensure they arrive at the correct day and time for their exam(s).
- JCQ Information for Candidates; written examinations – this is an official document that all candidates must read carefully and be fully versed on the rules and regulations listed.
- Examination Information & Guidelines – candidates should, again, read this document carefully it holds plenty of valuable information and guidance that they will find useful.

ON THE DAY OF YOUR EXAMINATION

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 follow the signs for Private Candidates which will direct you to our 'New Hall' building. **Please note that any persons accompanying a candidate will be required to leave school grounds during examinations; we cannot offer any waiting facilities.** 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.

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.

Emergencies

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

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.

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.

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; giving written authorisation.

No results will be given out by telephone under any circumstances.

NOVEMBER SESSION	JANUARY SESSION	SUMMER SESSION	
Thursday 16 th January 2020	Thursday 5 th March 2020	GCE	Thursday 13 th August 2020
		GCSE	Thursday 20 th August 2020

Post Results Services

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

Deadline dates: (TBC) Information correct as of 09/2019 and may be subject to change.

NO.	SERVICE JCQ (PRS) POST-RESULTS SERVICE	SERVICE INFORMATION GCE	SERVICE INFORMATION GCSE
1	ROR Service 1: Clerical re-check	<p><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></p> <ul style="list-style-type: none"> • that all parts of the script have been marked; • the totalling of marks; • the recording of marks; 	<p><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></p> <ul style="list-style-type: none"> • that all parts of the script have been marked; • the totalling of marks; • the recording of marks;
1a	ROR Service 1 with a copy of re-checked script requested		
2	ROR Service 2: Mark review	<p><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></p> <ul style="list-style-type: none"> • the clerical re-checks detailed in Service 1; • a review of marking as described above. 	<p><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></p> <ul style="list-style-type: none"> • the clerical re-checks detailed in Service 1; • a review of marking as described above.
2a	ROR Service 2 with a copy of reviewed script requested		
3	ROR Priority Service 2: Mark review	<p><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></p>	<p><i>This service is as Service 2.</i></p> <p>This service is only available for Pearson EDEXCEL GCSE</p>
3a	ROR Priority Service 2 with a copy of reviewed script requested		
4	ATS: Copy of script to support a review of marking	<p>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.</p>	<p>This service is NOT available for AQA scripts.</p> <p>Pearson EDEXCEL scripts are free of charge; please see the relevant department to order these.</p>
5	ATS: Copy of script to support teaching and learning	<p>Awarding bodies will provide <i>either the original hard copy script or an electronic image of the script.</i></p>	<p>Awarding bodies will provide <i>either the original hard copy script or an electronic image of the script.</i></p>