

# Private candidate: Preliminary Registration Form

## Preliminary Information

Further to your enquiry regarding examinations as a Private Candidate; places offered are limited and subject to conditions. This preliminary registration does not guarantee that you will be accommodated at this centre.

You should fully complete sections 1-4 of the preliminary entry form on page 2. The form must then be signed to confirm your understanding and dated. Your form will not be processed until all requested information, supporting evidence (where required) and deposit payment is provided. Please return the completed form to the exams officer ([exams@st-thomasmore.southend.sch.uk](mailto:exams@st-thomasmore.southend.sch.uk))

Deadlines for returned forms are: 1<sup>st</sup> October for November 2024

1<sup>st</sup> February for June 2025

If the centre is able to accommodate your entry/entries, you will receive a response from the exams officer; an initial meeting may be requested. Following this you will receive an invoice for examination entry fee(s). Final entries will not be submitted to the awarding body until the invoice has been paid.

In case of query, please contact the exams office [exams@st-thomasmore.southend.sch.uk](mailto:exams@st-thomasmore.southend.sch.uk)

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### Points to note

- ▶ You are responsible for ensuring the exams officer receives the correct entry information in a timely manner.
- ▶ A contract will be required to be signed, it is important that you read thoroughly.
- ▶ This centre reserves the right to withdraw your entry/entries if any amount remains outstanding.
- ▶ Any checking deadlines issued during the process are based on dates set by the awarding bodies, it is important these are adhered to as further fees could become payable if amendment dates are missed. The centre cannot accept responsibility for any amendment fees that become due if you fail to give sufficient notice to make any necessary changes to your entry/entries information
- ▶ Should you decide to withdraw your entry/entries then you will only be entitled to any refund amount that is issued by the awarding body concerned. Refunds will only be made by awarding bodies for a limited time after the initial entry deadline has passed and this varies dependent on the awarding body

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### Prices 2024/2025

A non-refundable registration fee of £50.00 is due with submission of this form. Payment can be made via the website [Private/External Candidates](#)

*Registration fee is deducted from the total fee once confirmation of place has been made*

- ▶ GCSE flat fee £150 (with the exception of Combined Science which is £210 and MFL/iGCSE's which are £180)
- ▶ A-Level flat fee £260
- ▶ For MFL courses or those with an NEA required there may be additional charges

FOR EXAMS OFFICE USE ONLY	
Initial payment received £	YES/NO
Evidence to support AA received	YES/NO
Copy photo-ID attached	YES/NO

**Section 1 PERSONAL DETAILS**

Surname		First name		Middle name(s)

Title	Gender	Date of Birth	Email address

Address (including postcode)	Contact Numbers	Enter any previous known exam numbers below
	Home:	UCI:
	Mobile:	ULN:

If you are currently enrolled at another school or have links to a previous school it is important that you note details here:

Name of School:

**Section 2 EXAMINATION(S) DETAILS (Please complete as fully as possible, use a separate sheet if necessary)**

Qualification type e.g. GCSE	Awarding body	Exam series (month & year)

Subject/specification title	Subject entry code (specification code/subject award code)	Unit entry codes (if applicable for a unitised specification)
	<i>Include option code if applicable</i>	

**Section 3 ACCESS ARRANGEMENTS or other information relevant to your entry**

Are you eligible for access arrangements in examination(s)? *Appropriate evidence must be provided to support this*

**YES / NO** Circle your response If **Yes**, please complete the separate AA Form found on the website

**Section 4 IDENTIFICATION - photographic ID is required to verify your identify**

Driving Licence Number OR Passport Number	Copy of photo driving licence OR copy of photo page of passport must be attached to this form*
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By signing I confirm that I understand all of the information and points to note on page 1 and page 2 of this document

**Signature:** ..... **Date:** .....