

Which Exam Session?

JAN [ ]

MAY/JUNE [ ]



Private Candidates' Exam Registration Form Centre 90241, Create to Educate at The Old School

Please complete this form as clearly as possible using BLOCK CAPITALS

FIRST NAME(S) \_\_\_\_\_

SURNAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ SEX \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_

TEL. \_\_\_\_\_ MOB. \_\_\_\_\_ E MAIL \_\_\_\_\_

LEVEL (AS/A2/iGCSE/GCSE) SUBJECT / TITLE OF UNIT (Indicating which OPTION if relevant) UNIT CODE

Table with 3 columns: LEVEL, SUBJECT / TITLE OF UNIT, UNIT CODE. Multiple empty rows for data entry.

Please indicate if these units involve COURSEWORK [ ] a science PRACTICAL [ ] or a language ORAL [ ]

IMPORTANT – “Cashing In”/Certificate Required? [For AS / A2]

Do you need to “cash-in” your exam results for this session and receive an overall grade for the subject(s) & a certificate?

N.B. These are required by Universities/Employers so must be requested (but only if completing the qualification this session!)

YES [ ] NO [ ] If “YES”, please clearly state which SUBJECT(S) and at what LEVEL(S) \_\_\_\_\_

IMPORTANT - UNIQUE CANDIDATE IDENTIFIER (UCI) NUMBER

[For AS/A2] {& GCSE – if using previous coursework grades}

Grid for entering the Unique Candidate Identifier (UCI) number.

Conditions of enrolment: Please note that it is your responsibility to ensure that the exams you want to take are available to private candidates during the session indicated and that you fully understand and follow the exam board’s regulations, procedures, deadlines and specification requirements.

You are very strongly advised to find out the date & time of your exams independently (from the exam boards’ websites) as the Statement of Entry that contains this information is emailed to you and cannot, therefore, be guaranteed to reach you. This is particularly important if you late-register. Please note that details of the exam hall venue(s) and scheduling are published on our website before the exam session (as well as being posted to you). You must comply with examination regulations at all times. If you are eligible for access arrangement (extra time / use of computer) you must provide an original of the psychological/medical assessment when you register. If you have sat exams in previous sessions under different UCI numbers, or if you have changed exam boards/specifications between AS & A2 and require an AS transfer, please provide all details to the exams officer. If any of the exams require pre-release/case study information please inform us when you register. In rare cases, you may be contacted if high numbers of exam registrations mean that we have to split an exam session. In such instances, you must come to the exam venue to be supervised until the later session, so should allow for 3 hours duration of each exam session. Please note that mobile phones, coats, bags etc. that you bring to the exam hall are left at your own risk. You must bring photo ID (Passport/Driving Licence/National ID card) and your Statement(s) of Entry to each exam and must be on time. Please note that once the exam board’s deadline has passed, no refunds are possible unless there are exceptional, documented, circumstances (i.e. serious illness or bereavement) and, then, at their discretion. An administration charge of 10% may be applied. Before the exam board’s registration deadline, refunds incur a 10% administration fee. If registered and then removed, refunded exam entries incur a 50% administration fee. Late amendments may incur a substantial fee (see below).

I accept the conditions of enrolment at The Old School as detailed above:

SIGNED.....DATE.....

Please tell us how you heard about The Old School.....

AS/A2 (4 unit Spec.) ~ €135 per unit; “CASHING-IN”/ CERTIFICATION ~ €15 per AS/A2 subject.

GCSE Art & Design (2 unit Spec.) ~ €135 per unit.

IGCSE ~ €135 per unit per subject (€170 for Foreign Language IGCSEs); IGCSE Double Science ~ €270.

AMENDMENTS ~ Please ensure you provide the correct information as amendments beyond the late registration deadline may incur substantial fees (equivalent to the late/very late unit fee).

Transferred candidate arrangement (exams hosted at other centre) - €50 per unit (this fee is non-refundable if refused by the board).

Payment is required before the date of the first exam to be taken at our centre. We reserve the right to withdraw candidates if exam fees are not received in full prior to the date of the first examination. Cheque should be made payable to 'The Old School' and posted to: