



# **KINGS COLLEGE GUILDFORD**

**Notes for Private Candidates**

**for examinations held**

**Summer 2023**

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## Kings College, Guildford

### KINGS COLLEGE

Southway

Guildford

Surrey GU2 8DU

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Email: [office@kingscollegeguildford.com](mailto:office@kingscollegeguildford.com)

Website: [www.kingscollegeguildford.com](http://www.kingscollegeguildford.com)

Exams Officer:

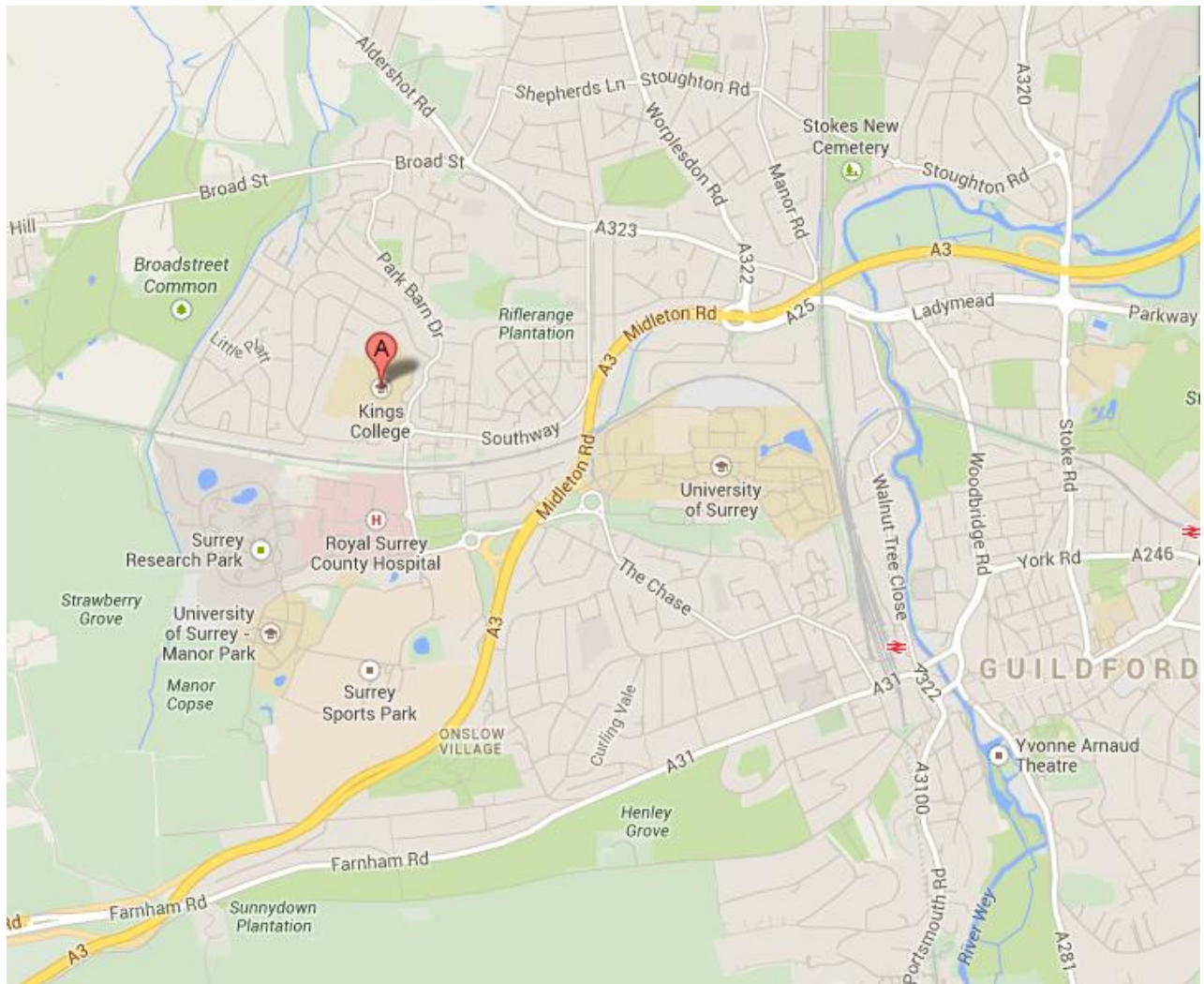
Miss Bridget Scott

Exams Assistant:

Mrs. Nina Sparks

Direct Line: 01483 484817

Email: [exams@kingscollegeguildford.com](mailto:exams@kingscollegeguildford.com)



***Please be aware that if your examination is in the morning, the traffic around the college can be very heavy and you should allow sufficient time to arrive at least 15 minutes before the scheduled examination start time.***

**Kings College** is committed to serving its community. We try to support private candidates by giving them the opportunity to sit written examinations through us. In doing this we do not seek to make a large profit but must cover our costs.

### Examinations available

- Exam Boards: We accept candidates for GCSEs and IGCSEs with the following exam boards: AQA, Pearson Edexcel, OCR and WJEC. We do not host Cambridge Education International (CIE) exams.
- Kings will make entries for private candidates in a **written** examination only if we have students of our own sitting that examination.
- We do not accept entries for GCSE English Language unless it is a resit. This is due to the spoken component. We offer IGCSEs in English Language as an alternative.
- GCSE Sciences are not offered, unless it is a resit, as there is a practical element to the qualification. We offer Pearson's IGCSE Sciences
- We are not able to provide facilities for practical or speaking examinations.

### Controlled assessment and Non-exam assessments

- We are unable to moderate coursework for private candidates or to support candidates in producing their coursework.
- We are unable to supervise or mark any controlled assessments or non-exam assessments.
- We are, however, able to enter candidates who are re-sitting qualifications to carry forward coursework marks from a previous exam series.

### Fees – for 2022-2023

- **Registration**
  - £25 plus VAT for anyone who has sat exams at Kings on a previous occasion (this will include former Kings students and returning private candidates)
  - £50 plus VAT to register as a private candidate at Kings for the first time
- **Administration**
  - £60 plus VAT per single GCSE/IGCSE
  - £100 plus VAT per double award eg IGCSE Combined Science
- **Exam Fee**
  - This fee is exempt from VAT and will be the exact amount that the Exam Boards charge Kings College. This varies between subjects and boards. An Invoice will be sent to each candidate
- If you need to be tested for **Access Arrangements** there will be an additional one-off charge of £200 plus VAT to cover the costs of a full assessment and the subsequent JCQ approval application process.

### Registering for exams

- Fill out the forms in Appendices 1 and 2 and send them, by post or e-mail, to the Exams Officer, Kings College Guildford.
- Once we have agreed that we are able to enter you, then:
  - If you are sitting examinations at Kings for the first time you need to send the following in with your registration documents:
    - A photocopy of some form of photo ID, such as a passport or photo driving licence. Scanned and emailed in is sufficient.
    - A recent head and shoulders photo of yourself to be used to create a candidate card. Please note a jpg emailed in will suffice.
    - A cheque or cash for the amount that you have been invoiced unless you are paying by bank transfer – see below
  - If you are a returning candidate, you just need to make payment before the specified deadline, we will have your identification and exam card on file

### Payment for exams may be made in one of the following ways:

- By cheque which should be made payable to Kings College Guildford
- In cash
- By bank transfer:
  - Kings College Guildford HSBC
  - Sort code: 40-22-26
  - A/C no: 33821188
  - Please write 'Exams' and your Name and Invoice Number in the reference section

### Please note that:

- No entry will be made until we have received full payment which must be done by the Kings College entry deadline in table below.
- A withdrawal from the exam can be made, with refund on exam and administration fees only, by the final withdrawal date in table below. There will be no refund of registration fees. After this date, no refund will be given as Kings College will not be refunded by the exam board.

Exam Series	Kings College entry deadline	Exam Board entry deadline	Final withdrawal date
Summer 2023	31 January 2023	21 February 2023	21 April 2023

### **Arrival and Parking for Examinations**

Car parking is normally available in the car park at the rear of the college, accessed from Park Barn Drive. **Please do not park at the front of the school.** On very busy exam days, such as Summer GCSE Maths days, we may have to ask you to park elsewhere as we will not have room for everyone.

Candidates should report to Reception by 8.30 am for morning examinations and by 12.30pm for afternoon examinations. You will be asked to sign in and then be met by a member of the exams team and escorted to your exam room.

If a candidate finds that they have a problem arriving at the College in time for the start of the examination then they should immediately telephone 01483 484817 for advice. If at all possible, parents and carers of candidates under 18 should make sure that the student is constantly supervised by a responsible adult until they arrive at the College Reception. If they are permitted to enter the examination room after the exam has started then this adult may be required to sign a form stating that the candidate has been supervised by them and has had no contact with anyone else.

We do not have facilities to provide refreshments or a waiting area for candidates and their friends or family. However, Surrey Sports Park and a large Tesco store, both with cafes and car parks, are situated nearby.

### **Seating**

Candidates will receive a timetable shortly before the examination which will show where they will be sitting for their examinations. Private candidates will normally take exams in the same room as Kings College students. Occasionally candidate seating may change but these circumstances are rare.

### **When the examination has finished**

For Child Protection reasons, as visitors to the College, external candidates must be escorted back to Reception by a member of the exams team. You should sign out before leaving the premises.

## **Clashes**

Where a candidate has needed to have the timing of their examination changed due to clashes, they should be aware that they must be supervised between the examinations. They should bring something to eat and drink plus something to do while they are waiting. The fact that they have a clash should be indicated on their timetable. Candidates must follow instructions for supervision which will be finalised on the day of the examination.

If you have any concerns about this then you must discuss this with us before the day of the examination clashes.

## **Equipment**

Please bring with you everything that you will need for the examination. This should be in a clear plastic bag or a **transparent** pencil case. Please remember that any calculator should not have its case with it.

## **Prohibited Items**

- Mobile Phones
- MP3/4 Players
- Watches

## **Refreshments during examinations**

Candidates are encouraged to bring a bottle of water into the examination which should have the label removed and be placed on the floor by their desk. Food is not permitted unless there is a medical reason why this is needed.

## **Entering the Examination Room**

Please remember that examination conditions apply as soon as you enter the examination room. You should, therefore, enter the room calmly and silently, and raise your hand if you wish to speak to an Invigilator.

## **Leaving the Examination Room**

Given the fact that it is disruptive to have people leaving and entering the examination room while exams are in progress we request that you do not ask for a toilet break unless there is a medical reason why you need this. If this is the case then please inform us before the examination starts. No toilet breaks are allowed during the first hour of an exam.

Some candidates ask to leave before their official finishing time. We cannot allow the disruption of candidates leaving singly unless it is their official time. However, it may be possible if there is another group leaving the room which you can join. If you wish to do this then you should quietly indicate your wish to an invigilator who will decide whether you may leave. You should be aware that candidates are not permitted by the examination

boards to leave the examination room before 10.00am or 2.30pm unless they have been sitting an examination which is timetabled to last less than an hour.

We usually have candidates in a room who have examinations of different durations. In addition, whilst everyone might have finished in your room they could still be continuing in an adjoining room. Please respect this and leave the area of the building very quietly.

### **Special Considerations**

Sometimes candidates need to miss an examination because they are ill or because of some other crisis. It is not possible for candidates to sit them on an alternative date. We may be able to ask the Examination Board to consider granting 'special considerations'. If the examination board agrees to this then they will give the candidate an estimated mark for the examination that they missed. This is usually only possible when the candidate has not missed both of the written examinations for that subject. In the case of a family crisis a letter from the parents may be sufficient but where a doctor or a psychologist is involved a letter from them would help.

Exceptionally, there may be an occasion when a candidate takes an examination but is too unwell or distressed to be able to perform as well as they would normally. In this case we can again apply for special considerations if you let us have the evidence. We do need to emphasise, however, that any allowance that they may make under these circumstances will be very small.

Every case is considered separately by the Examination Board concerned, so we cannot guarantee that special considerations will be granted for any given candidate. However, if you feel that they might be granted then do please inform us. We have to send in the application with the evidence within a week of the last examination for that subject.

### **Emergency Procedures**

If there is a need for an emergency evacuation of the examination room whilst an examination is in progress then the following protocol applies:

- The fire alarm will sound
- Stop writing and wait for further instructions from the invigilator.
- If necessary, you will be escorted from the examination room to an area where you can wait until it is considered safe to return. If it is not possible to return to the exam room in a reasonable period of time then you will be informed of this. It may be possible to complete the examination in another room. However, this will not always be possible.
- During the evacuation you must make no attempt to communicate with another candidate or your papers will probably be cancelled by the examination board.
- Once you return to your desk you will be given time to collect your thoughts before resuming the examination.



- The finish time of the examination will be adjusted to take account of the time lost due to the interruption.
- The examination board will be informed of the circumstances and will make appropriate allowances when awarding the grade.

## **Results**

### **Results Days**

<b>Summer 2023</b>	<b>All GCSEs and IGCSEs</b>	<b>24 August 2023</b>
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Results will be emailed out to candidates on the published date after 8:00 a.m. which is when the publishing embargo lifts.

A hard copy will follow in the post or can be collected on results day from Kings College. More information to follow regarding collection.

### **Examination Certificates**

Examination Certificates arrive about two months after results are published. They are legal documents which are expensive to replace. We will post them to you by Royal Mail 'Signed for Post'. The cost is covered by your registration fee. Kings College students sit mock exams round the time the certificates arrive in centre which fully occupies the Exam Office staff. For this reason, your certificates will be posted out to you early to mid-December.

### **Information for Candidates and Data**

It is a JCQ requirement that we share this information with exam candidates.

Please follow this link and read the document entitled Information for Candidates – Written Exams and the document entitled Information for Candidates – Privacy Notice

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

**APPENDIX 1 – Private Candidate Registration Form**

Name to go on Certificate (please print)	
Gender	
Date of Birth	
Unique Candidate Number * (UCI)	
ULN (if known)	
Address	
Phone Number: Landline Mobile	
Email address	
Access Arrangements? Extra time, a reader, use of a word processor, a scribe ... Please specify what you will need	
Any medical details which could affect your ability to take the examination in a room with other candidates. <i>Please note that if you do have such a condition and do not disclose it then we may need to withdraw you from your examinations. If such a condition develops after we have accepted your entry then, again, you <b>must</b> inform us.</i>	

\* The UCI is 13 characters long. It starts with the number of your previous centre, then some other digits, then your previous candidate number, then a letter. If you cannot find it you should contact your previous centre to ask for it. This is very important. If you are sure you do not have a previous centre then we will create a UCI for you.

**APPENDIX 2 – Private Candidate Entry Form**

**NAME:** \_\_\_\_\_

**EXAM SEASON:** \_\_\_\_\_

<b>Exam Board</b>	<b>Subject Title</b>	<b>Subject Code</b>	<b>Option Code or Tier</b>