

Private candidate: preliminary information and entry form

Preliminary information

Further to your enquiry regarding accommodating your examinations, places offered to private candidates are limited and subject to conditions. This preliminary entry does not guarantee you will be accommodated at this centre.

You should fully complete sections 1-4 of the preliminary entry form on page 2 by inserting your responses in the white boxes provided. The form must then be signed to confirm your understanding and dated. Your form will not be processed until all requested information and supporting evidence (where required) is provided.

The deadline for returning the completed form is **Monday 12th December** for Summer 2023 entries.

If the centre is able to accommodate your entry/entries, you will receive a provisional entry confirmation and an invoice for examination entry fee(s) and the centre's administration fee(s). Examination entry fees are set by the examination boards. The centre administration fees are currently £50 per paper.

Final entries will not be submitted to the awarding body until the invoice has been paid.

In case of query, please contact Sarah Swainson (Examinations Officer) on 01295 781284 or sswainson@sibfordschool.co.uk.

Points to note

- You are responsible for ensuring the exams office receives all your entry/entries information on time.
- Should your exam entry/entries and use of the centre's exam accommodation incur additional or other fees, including extra invigilation costs, these will be charged at a later date once the examination timetable is finalised; these additional fees, where incurred, must be paid at least one week before the examination is due to take place. Invigilation is charged at £12 per hour.
- This centre reserves the right to withdraw your entry/entries if any amount remains outstanding.
- 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 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 entry deadline has passed and this varies dependent on the awarding body.
- This centre has an established relationship with a Level 7 assessor who is able to support with assessments for Exams Access Arrangements. Should you require this service we will pass your details onto the assessor. This is a private arrangement and fees incurred are set by the assessor, and paid directly to the assessor. Please contact Sarah Swainson for further information.

