

Information for Private Candidates 2018-2019



Hills Road Sixth Form College welcomes private candidates

Hills Road Sixth Form College has a national reputation for excellence and we welcome you as a private examination candidate to take your exams alongside our own full-time and adult education students. We particularly welcome home-educated learners.

The college is situated about 2km from the historic centre of Cambridge and is close to the main railway station. To find us visit <http://www.hillsroad.ac.uk/the-college/visiting-us>

The college acts as the national exam centre for our neighbour, the National Extension College (NEC). If you are an NEC student, please direct your exam enquiries to the NEC, who will facilitate your entry to sit your exams at the college.

Please read the full terms and conditions on pages 3-5

- Entries are accepted only for externally marked written examinations. Entries are **NOT** accepted for any language oral, coursework or practical unit.
- Entries are accepted for A-Level subjects with AQA, Pearson, OCR and WJEC.
- Entries are accepted for GCSE or IGCSE with AQA, CIE, Pearson and OCR.
- Entries are accepted for Admissions Testing Service university tests.
- The internet application form **MUST** be completed in full and the appropriate fee paid before our closing date published on each application form.
- Fees are non-refundable should you cancel after our closing date (with the exception of medical cancellation accepted by the exam board).
- All entries are accepted at the discretion of the College Exams Office.

Application deadlines 2018-2019

Please note our application deadlines are earlier than the entry deadlines published by the awarding bodies. This is to ensure we have time to process the entries before their deadline.

November GCSE re-sit entries by 09:00am on 3 October 2018

January Pearson IGCSE application deadline 09:00 17 October 2018

Summer exams application deadline 09:00 on 31 January 2019

Access arrangements

Applications for access arrangements are welcome depending upon available resources. Please check with us before submitting your application about evidence required to support your access arrangement. Most external candidates are ineligible due to JCQ rules on evidence of normal way of working. Our deadline for processing access arrangements for the summer exams is 1 December 2018.

Exam dates

Most exam dates can be found on the relevant Exam Board websites.

What you need to do before making an application

Obtain the **specification** from the Exam Board for the qualification that you wish to take, which will have all the information about the examinations. You **MUST** obtain any relevant pre-release material from the Exam Board website. Ask us to obtain it for you if it is only available on their secure website. Most Exam Boards publish guides for private candidates.

<http://www.aqa.org.uk/> <http://www.cie.org.uk/> <http://www.ocr.org.uk/>

<http://qualifications.pearson.com/en/home.html>



Examination entry procedure

Information **you need** before completing the entry form.

- Obtain the relevant specification, unit codes and certification codes from the Awarding Body websites.
- The series you would like to sit in i.e. June/January/November (most exams are NOT available in January or November).
- Full legal name, current full address, date of birth, gender and email address.
- UCI (Unique Candidate Identifier) and ULN (Unique Learner Number) numbers if you have taken exams before at another centre.

Private Candidate Terms and Conditions

INTERPRETATION

In these Terms and Conditions the following expressions will have the following meanings unless inconsistent with the context:

“College”	Hills Road Sixth Form College, Hills Road, Cambridge CB2 8PE (National Centre Number 22147)
“Candidate”	An individual who enters into a Contract to obtain an examination entry whose order is accepted by Hills Road Sixth Form College
“Contract”	The application form once completed in full by the Candidate and accepted by Hills Road Sixth Form College will form the contract
“Exam”	Any examination or test entry made by Hills Road Sixth Form College on behalf of the Candidate with the Awarding Organisation
“Awarding Organisation”	A recognised body offering qualifications or assessments accredited by the regulatory authorities in England, Wales and Northern Ireland
“Terms and Conditions”	The standard terms and conditions as set out in this document together with any special or additional terms agreed in writing between the Candidate and Hills Road Sixth Form College.
“JCQ”	The Joint Council for Qualifications
“General Qualifications”	General Certificate of Education (GCE – A-Level), General Certificate of Secondary Education (GCSE) or International GCSE or A Level

WHAT THE COLLEGE WILL DO

1. Under the terms of this Contract, once the College Application Form is completed in full by the Candidate and payment is received from the Candidate, the College will make an examination/test entry and arrange for the Candidate to take the examination/test at the College on the date and time set by the Awarding Organisation.
2. The College will enter the Candidate for the examinations/tests in the season indicated on the application form subject to Awarding Organisation availability.
3. The College will issue the Candidate with a personal examination timetable listing the exam dates and start times.
4. Any Certificate issued by the Awarding Organisation to the College will be sent to the Candidate by traceable delivery to the last known address on payment of the application fee.
5. The College welcomes candidates requiring special access arrangements and within the resources available to the College will endeavour to support any candidate subject to the normal regulations of the Awarding Organisation and/or JCQ. Candidates must submit readable evidence in the given format by the date on the application form to enable the College to complete any further enquiries and reports before submission to the Awarding Organisation and/or JCQ by their closing date.

COMMUNICATIONS

The College will primarily communicate to the candidate via email to the address given on the application form.

FEES AND PAYMENTS

1. The fee payable is stated on the published application form.
2. The Candidate must pay the fee in full at the same time as submitting a completed application form.
3. All fees must be received by the closing date as given on the application form.
4. Payment should be made by credit or debit card.
5. Fees are non-refundable subject to the Cancellation terms below.

CANCELLATION

1. The Candidate may cancel this agreement at any time providing that it is done in writing and before the date of the examination/test.
2. The College will not refund any part of the fee, except if the candidate cancels this agreement at least 2 working days before the final college initial entry date for the test given on the application form and the candidate will receive a refund of 90% of the fee paid. All late entry application fees are non-refundable.
3. The College may cancel this Contract if the Candidate is unable to meet their obligations under the terms of this agreement.

GENERAL CONDITIONS

1. The Candidate is responsible for providing the College with all accurate information as requested by the Awarding Organisation and for notifying the College with any change to the information.
2. The Candidate is responsible for complying with all the rules and regulations of the Awarding Organisation and/or Joint Council for Qualifications (JCQ) the details of which can be found at their website www.jcq.org.uk
3. The candidate is responsible for ensuring that they have read and understood the Awarding Organisation specification for their chosen test.
4. The candidate will provide to the college when requested photographic evidence of identity in a form approved by the United Kingdom government such as a passport or driver's licence.
5. The College may refuse to accept the application and fee from any candidate without reason.
6. The College will only provide written examinations and tests at the College premises.
7. The College cannot accept an exam entry that contains Non-examined assessment; i.e. Coursework, Controlled Test, Language Oral or any form of practical that requires work to be marked internally.
8. The College will not provide any teaching or tuition.
9. The College and its facilities including student support and guidance will not be available to the Candidate unless they are an enrolled student.
10. The Candidate is responsible for complying with the normal standard of behaviour of a college student whilst on the premises and the College has the right to refuse the Candidate entry to the premises. Candidates are invited to make themselves aware of the College code of conduct for 16-18 and post 19 students that can be found on the College website. www.hillsroad.ac.uk

PERSONAL DATA

The Candidate agrees to the College processing personal data as defined in the Data Protection Act 2018 contained in the application form for any purpose(s) reasonably required to ensure the provision of the Services. By registering for an examination or test the Candidate is agreeing that data provided as part of the entry process will be passed to the Awarding Organisation for the same purpose(s). The Candidate must also agree and acknowledge that if they apply for an educational course where the examination result is used in the admissions process then the Awarding Organisation will provide the Candidate's personal data to the institution(s) to which the Candidate has applied and to UCAS.

By registering for any test administered by Cambridge Assessment Admissions Testing, you are agreeing that data provided as part of the entry process may be passed to the institution involved in the candidate's application for a university place and that data may be used for research purposes in connection with admissions procedures. You also agree that if you obtain a place for a course where your test result was used in the admissions process, then the institution administering the course and UCAS may supply Cambridge Assessment Admissions Testing with data about your results in subsequent examinations whilst you are studying at that institution, unless you specifically notify the institution in writing.

FORCE MAJEURE

The College will not be liable to the Candidate for any failure or delay or for the consequences of any failure or delay in performance of the Contract, if it is due to any event beyond the reasonable control and contemplation of the College including, without limitation, acts of God, extreme weather conditions, war, industrial disputes, protests, fire, tempest, explosion, an act of terrorism and national emergencies.

This Contract shall be governed by the laws of England and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.