

Information for Private Candidates

We can offer Private Candidates the opportunity to sit various written A level, GCSE and IGCSE exams from all Awarding Bodies.

There are some restrictions to the subjects that can be taken. We cannot offer subjects which require coursework /non exam assessments/ MFL speaking tests and practical endorsements, but we may be able to offer a suggestion or alternative if the exam you want is not available. In the first instance please email exams@wsfc.ac.uk to discuss the feasibility of your examination requirements.

Examination Policy for Private Candidates

At the discretion of the Examinations Manager/Principal, the Centre accepts private candidates for qualifications from all Awarding Bodies, providing that appropriate administrative arrangements can be made to accommodate the candidate. We do not provide assessments for Access Arrangements for private candidates. If you have previously had an access arrangement, you must declare this on your initial enquiry, so we can discuss the feasibility of this. We cannot offer separate rooms to take exams to private candidates.

The College charges an administration fee of £130.00 per exam series for written exams. Each exam taken by the private candidate will also incur an entry fee per subject as specified by the exam board. All costs must be paid by the candidate before an entry is made.

Private candidates will need in all cases to contact the Exams Office to discuss the feasibility of taking an exam at the Centre and to discuss the payment and administration of the intended entries. The Centre will provide private candidates with the timetable for their examinations and will process the exam script in the normal way on the day of the exam. All examination procedures and regulations will apply and will be displayed within the Centre.

A private candidate who does not attend an exam will not be able to recover the costs of the exam unless medical evidence is provided within the Awarding Body deadlines. The reimbursement to the candidate will only cover the actual entry fees of the exam missed.

Results of examinations taken by private candidates can be collected on results day and any not collected will be dispatched to the candidate by post.

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