

## Private Candidate – Policy and Procedure

### Introduction

This policy and procedure explain the terms and conditions and procedure for private candidates at Worcester Sixth Form College. Private Candidates are people who wish to enter external examinations through our Centre but who are not on the college roll or current students wishing to take examinations in subject that are not part of the college's curriculum offer. Private candidates can include current students seeking to do an additional qualification, former WSFC students, those studying through distance learning and those who are home educated.

In this policy and procedure, the following expressions will have the following meaning.

- 'College' – Worcester Sixth Form College, Spetchley Road, Worcester, WR5 2LU
- 'A candidate' – An individual who enters into a contract to obtain an exam entry and whose request is accepted by Worcester Sixth Form College.
- 'Contract' – The application once completed by the candidate and accepted by Worcester Sixth Form College will form the contract.
- 'Exam' – Any exam entry made by Worcester Sixth Form College on behalf of the candidate with the Awarding Body.
- 'Terms and Conditions' – The standard terms and conditions as set out in this document together with, special or additional arrangements, agreed in writing between the candidate and Worcester Sixth Form College.
- 'JCQ' The Joint Council for Qualifications.

### General Principles and Conditions

With a sizeable college roll and limits to available capacity, resourcing and administrative time, Worcester Sixth Form College does not seek or encourage individuals to apply to be private candidates with us. However, at the discretion of the College, we will accept private candidates for qualifications from all UK Awarding Bodies, providing that appropriate administrative arrangements can be made to accommodate the candidate. Where the College is able to accommodate private candidates, priority is given to students currently on roll seeking to do an additional qualification.

As with all other examination centres, the College reserves the right to refuse to accept a prospective private candidate and we are not obliged to give a reason if we decide not to accept an application. In considering applications the College is mindful of its obligations under the Equality Act 2010.

Factors that may be considered when deciding whether to accept an application are:

- Capacity – The College has a limited number of spaces available for private candidates for all exam

series, therefore this service is provided on a first come first serve basis. Once full capacity has been reached the College will not accept any further applications from private candidates.

- Resourcing and administrative time – Given the size and scope of its examination and non-examination entries for students on roll, the College has limited resourcing and administrative time available for private candidates. Once available resources and administrative time have been expended, the College will not accept any further applications from private candidates.
- Behaviour - Most people who apply to be private candidates are friendly and polite. On rare occasions, we encounter people (in person or on the telephone) who fall short of acceptable standards. In such instances, applications will not be accepted. All applicants should be aware that no centre is obliged to take on a private candidate and that examination boards will not intervene if a centre refuses to accept an individual as a private candidate.
- Previous Conduct – the College receives applications to be a private candidate from former students. Most former students who apply to be private candidates have previously exhibited positive behaviours, attitudes and approaches whilst on the college roll. The College will not accept applications from former students where they have been subject to permanent exclusion, or been found to have engaged in examination malpractice by an examination board.

Other factors will be considered, as appropriate, when considering applications to be a private candidate.

Any decision to refuse to accept a private candidate will be made by the Exams Manager in consultation with the Senior Leader for Quality Assurance. This will be communicated to the applicant in writing within 5 working days of the application being received.

Applicants may request a review of this decision by the College Principal. A request for a review must be received within 10 working days of the college's decision. The Principal will conduct a review of the original decision and communicate their decision in writing within 5 working days. The Principal's decision whether or not to accept an application from a private candidate is final.

The following conditions must be met and/or recognised by private candidates:

- i. The candidate is responsible for providing the College with all accurate information as requested by the Awarding Body and for notifying the College with any change to the information.
- ii. 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.
- iii. The candidate is responsible for complying with all the rules and regulations of JCQ, the details of which can be found at their website: [www.jcq.org.uk](http://www.jcq.org.uk) and with the rules and regulations supplied by the College.
- iv. It is the responsibility of the candidate to ensure that they are fully aware of the dates and times of their exam and to ensure they have received any 'pre-release' material.

- v. The College will not offer any teaching or tuition.
- vi. The College and its facilities, including student support and guidance will not be available to the private candidate.
- vii. The candidate is responsible for complying with the normal standard of behaviour of a College Student whilst on the premises. The College has the right to refuse entry onto the premises for a private candidate. Candidates are invited to make themselves aware of the College Code of Conduct for 16-18 and post 19 students. These are available on request.
- viii. The College is not liable for Awarding Body errors, i.e. missing, incomplete results.

Please note our exams will be managed, administered and conducted in line with JCQ and awarding body regulations. Any breaches of these will be handled using the appropriate policies and procedures.

## **Terms and Conditions for Private Candidates**

### **What the College will do**

- i. Under the terms of this contract, once the College private candidate entry has been completed in full by the candidate and payment has been received from the candidate, the College will check the application ensuring all relevant criteria have been met (i.e., correct Exam Board and Specification). Once this has been checked the College will make the appropriate exam entry to the Awarding Body and make all necessary arrangements for the candidate to take the exam/s at the College on the date and time set by the Awarding Body.
- ii. The College will enter the candidate for the exam/s in the exam series indicated on the application wherever feasible and subject to Awarding Body availability
- iii. The College will issue the candidate with a personal exam timetable via email in advance of the exam series. This will list the exam dates.
- iv. All private candidates will take their exams in the main exam venues – i.e. the Hall or Gym, along with college students.
- v. Additionally, the College will provide the candidate with specific rules and regulations in respect of taking an exam at Worcester Sixth Form College and detailing the necessity to abide by the rules set down in the JCQ guidelines.
- vi. You must provide all the relevant information with regards to access arrangements and any requirements you may have before registering, if this information is not fully disclosed before registration, then the College has the right to withdraw your application at any point.
- vii. The College will, after discussion with the candidate, apply for special consideration when required.
- viii. The College will apply for scripts, remarks and clerical checks in line with the post results service offered by the Awarding Bodies upon receipt of the relevant fee.
- ix. Results will be available to collect on the day from Visitors Reception from 9.30am until 2pm. Any results not collected will be sent out by first class post.
- x. Certificates, once received from the Exam Boards can be collected from the College. Please be aware that certificates are received by the College from the Exam Boards two months after the

result day. You can request to have your certificates, however there is a charge for this, please enquire within.

- xi. Prospective private candidates who require extra time in their examinations will be asked to provide copies of the following documentation: For a medical condition, you must supply a valid, up to date consultant doctor's certificate and or hospital letter which describes the circumstances in as much detail as possible, and makes clear how the examination performance will be affected by the medical condition and/or any side effects caused by drugs which have been prescribed. A GP letter is not sufficient and will not be accepted; the evidence must come from a consultant specialist dealing in the particular medical field for which the access arrangement is sought. For learning difficulties, you will need to provide an up-to-date Specialist Educational Needs Co-ordinator or Educational Psychologist's Report along with a JCQ Form 8 completed by the author of the report, for the application to be made. We do not offer this service. Please note that we will only be able accept up to date reports which meet the current requirements laid down by the Joint Council for Qualifications (JCQ).
- xii. The College can only accept applications from Private Candidates for written papers. Applications from candidates who wish to carry forward coursework marks from previous examination sessions, and who are able to supply valid documentation at the time of entry will be accepted.

### **What a Private Candidate must do**

- i. You must be clear on your choice of specification.
- ii. You must ensure that your chosen subject is suitable for external exam candidates before applying. Discuss with the College if your application for the exam can be accepted.
- iii. We are very limited on the access arrangements that we can offer, therefore, you must disclose any access arrangements you may be entitled to prior to registration. (Requests after the deadline will NOT be accepted).
- iv. Provide the College with all relevant information (Photographic ID).
- v. Keep your personal details up to date with the College, including your mobile phone number, address and email address.
- vi. Check that you have received the notification for the date and time of the exam and understand that it is your responsibility to do so.
- vii. Read the rules and regulations sent to you by the College to ensure that you are aware of your responsibilities to adhere to the rules and regulations set down by JCQ and the College.
- viii. Arrive on time for the exam/s you have entered.

### **Communications**

- i. The College will primarily communicate to the candidate via email to the email address provided.

### **Fees and Payments**

- i. The fee (cost of the examination entry plus administration fee of £50) payable is stated on the published application form.
- ii. The candidate must pay the fee in full.
- iii. All fees must be received by the deadlines provided. Fees will be increased after the deadline. Further details of this can be obtained from the Exams Office.

- iv. Payment should be made by bank transfer. The College bank details will be provided on the registration form.
- v. Fees are non-refundable – Exceptions to this are where a candidate produces medical evidence as reason to withdraw from an exam and the exam fee itself (but not the College administration fee) will then be reimbursed if it is received within the deadline permitted in order to retrieve the costs. Entry Fees will be refunded without medical evidence if this is before the Awarding Body deadline.
- vi. Late applications will only be permitted with the appropriate increased fee, and in addition to this, only where the appropriate arrangements can be made in sufficient time to facilitate the arrangements required.

## **Personal Data**

The candidate agrees to the College processing all personal data (as defined in the UK GDPR and Data Protection Act 2018) contained in the application for any purpose(s) reasonably required to ensure the provision of the services. By registering for an exam, the candidate is agreeing that the data provided as part of the entry process will be passed to the Awarding Body for the same purpose(s).

All personal data will be dealt in accordance with the Heart of Mercia Multi Academy Trust Data Protection and Data Retention policies. These are available at: <https://heartofmerciaschools.org.uk/>

## **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 of the College including, without limitation, acts of God, extreme weather conditions, war, industrial disputes, protests, fire, explosion, acts of terrorism and national emergencies.

## **Review**

This policy will be reviewed annually by the Senior Leader for Quality Assurance.