

Open Examinations Centre

CCSS is a registered and accredited centre for AQA, CIE, OCR, Pearson Edexcel and WJEC examinations and accepts entries from private candidates.

How to enter

Please complete an entry form, send in a copy of your photo ID (passport or driving licence) and make payment for your exam.

On the entry form, please give details of the exam board, type of exam (GCSE, IGCSE, AS, A2, A level, Pre-U), subject and exam code. For GCSE and IGCSE please indicate whether Foundation or Higher tier. For new AS and A levels there is one exam code only. For legacy A levels, please indicate the unit codes and the cash-in code for AS and/or A2 certification.

If you have already taken GCSE and A level exams, please write in your unique candidate identifier (UCI), which consists of 12 digits plus a letter. You will find this number on a previous statement of entry, statement of results or exam certificate. If this is the first time you are taking exams, please write NONE in the space provided and we will issue you with a UCI.

Coursework and non-examination assessments

Unfortunately the college cannot mark and authenticate coursework and non-examination assessments for private candidates, including endorsed science practicals.

If you have completed coursework or practical assessments for “legacy specifications”, it may be possible to carry the marks over. Please let us know and we will check with the exam board.

Speaking tests

We can organise speaking tests for language exams: Chinese, French, German, Italian, Japanese, Russian and Spanish. For other languages, please contact the Exams Office first.

Pre-release materials, set texts

If your exam requires material to be released to candidates before the exam date, please let us know when you make your entry. If it is permitted to bring in set texts for exams like English Literature, you are responsible for providing clean copies of the text book or poems. You are not allowed to annotate, highlight, underline or make any other marks on your text book.

Special Arrangements

If you require special arrangements (extra time or word processor) because of a specific learning difficulty (e.g. dyslexia) or a medical condition, please contact us immediately. You need to provide us with up to date supporting evidence and make an appointment to see our Special Educational Needs coordinator well in advance of our entry deadline. Due to limited space we **cannot** provide a separate room. Some support services for special arrangements will incur extra costs and you will be advised of these on entry.

Deadlines for entries for 2016-17

CIE November exams	14 September	
GCSE November re-takes	30 September	
Edexcel International GCSE	14 October	(for January 2017 exams)
For all exams and all boards	31 January	(for May/June 2017 exams)

Fees for 2016-17

GCSE exams with speaking test	£170 per subject £240 per subject
IGCSE exams plus speaking test	£185 per subject £255 per subject
IGCSE double science	£225 for double award
New AS exams	£200 per subject
New A level exams	£360 per subject
Legacy A Level units with speaking test	£100 per unit £130 per unit
CIE AS or A2 exams	£200 per subject
CIE A level	£330 per subject
Pre-U	£270 per subject

Fees for some subjects, like minority languages, may be different and you will be advised on these upon enquiry.

All fees need to be paid by the deadline for entries in order for you to be registered for an exam. Places for popular subjects like Maths go quickly and we will be unable to accept entries once we are full.

Late entries

Late entries will be made at the discretion of the college. The exam boards charge late entry fees and these will be passed on to the candidate. Please check with the exams office.

Withdrawal from an exam

If you withdraw once your entry has been made, an admin fee of £50 will be deducted. If you withdraw after the late entry deadline, we will deduct the admin fee plus exam costs. If you fail to turn up for your exam, we will not provide a refund.

Taking exams at more than one centre

Please check your exam timetables carefully and notify us immediately if there is a clash between centres. We will do our best to resolve the clash, if possible, but cannot be held responsible for having to cancel an exam if we are unable to resolve the situation in compliance with the exam board's regulations.

Finally, please check all the information you give us as incorrect details may lead to amendments after the entry is made and incur further fees with the exam boards. Our communication with you following receipt of your entry form will be by email. Please keep us updated if any of your contact details change.

If you have any questions, please do contact the exams office.

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