

Open Examinations Centre

CCSS is a registered and accredited centre for the AQA, Cambridge International Examinations, OCR, Pearson Edexcel and WJEC exam boards and accepts entries from private candidates for most written exams and some foreign language exams, subject to space and availability.

Deadlines for entries for 2017-18

Wednesday 31 January 2018 - for all boards and all exams for May/June 2018

How to enter

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

Personal details

- The name you register by should be the same name recorded on your photographic ID document (passport or driving licence or student card) which must still be in date.
- Your UCI - if you have taken (I)GCSE and A level exams before at another centre in the UK, you will have been given a unique candidate identifier (UCI). Your UCI consists of 12 digits followed by a letter and is unique to you. You should use the same UCI for all exams wherever you take them. This number can be found on a previous statement of entry or statement of results or on an exam certificate. If this is the first time you are taking exams, write NONE in the space provided and we will issue you with a UCI.

Exam details

We require details of the exam board, level of exam (I)GCSE, AS or A Level, the subject title and exam code in order to register you for the correct exam. In addition,

- Some (I)GCSE exams, e.g. Maths, have either a Foundation or Higher tier and some Cambridge IGCSE exams, e.g. English, Maths, Sciences, have either Core or Extended level; please indicate which.
- Reformed (new) AS and A Levels require one exam code which covers all exam components.
- Legacy A-Levels, e.g. Maths, require individual unit codes and an aggregation code which instructs all unit marks to be totalled and a final grade to be produced.

Coursework and non-examination assessments

Unfortunately the college cannot mark and authenticate coursework and non-examination assessments for private candidates, including practical work or exams for A Level sciences. It may be possible to carry over previous results, e.g. an A-level practical skills endorsement or a GCSE English Language speaking endorsement.

Modern Foreign Language exams

We have between 1-3 places for A-level Italian and Russian exams and GCSE Russian. Languages will be subject to availability and registered on a first-come-first-served basis. Please check with 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 you are 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 or copy.

Exam access arrangements

If you require access arrangements (extra time or use of word processor) because of a specific learning difficulty (e.g. dyslexia) or a medical condition, please contact us immediately as space is limited. Please note that we **can no longer** provide a separate room.

In accordance with the 2017-18 regulations:

- All private candidates must attend an interview with our Special Educational Needs Coordinator to complete the history of need/provision and then be assessed by our centre's assessor in order to complete a Form 8 which is the basis of an application for access arrangements for the following exam boards: AQA, Pearson Edexcel, OCR and WJEC. The exception is for Cambridge International exams.
- We are also required to collect evidence that these arrangements represent your normal way of working in addition to tests, assessments and external exams. Evidence could be a letter from your previous school or college, plus dated and authenticated samples of your work for the current academic year. This evidence is kept on file for inspection purposes.

We will charge a fee of £240. Please call the exams office on 01223 517544 for further information. Assessments and documentation need to be completed **by 31 January 2018**.

Fees for 2017-18

GCSE exams with speaking test	£170 per subject £240 per subject
IGCSE exams plus speaking test IGCSE double science	£185 per subject £255 per subject £225 for double award
Reformed AS exams (new since June 2016)	£200 per subject
Reformed A level exams (new since June 2017)	£360 per subject
Legacy A Level units Italian, Law, Maths, Politics, Russian – last sitting Geography, French, German, Spanish re-sit exams written papers only	£100 per unit
Cambridge International AS or A2 exams	£200 per subject
Cambridge International A level	£330 per subject
Pre-U Maths or Further Maths	£270 per subject

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

Payment of fees

All fees must be paid upon receipt of invoice. **Your exam entry will not be registered until payment has been received and confirmed.**

Payment is accepted

- by debit or credit card on receipt of an invoice with a link to Sagepay. Charges apply.
- by bank transfer:

Account name:	Cambridge Centre for Sixth-form Studies
Sort code:	20-17-19
Account number:	90170941
SWIFTBIC:	BARCGB22
IBAN NUMBER:	GB34 BARC2017 1990 1709 41

Please transfer fees to include bank charges and quote the candidate's name on the transfer for reference.

For all queries regarding payment, please contact Wendy Johnson, Finance Officer on 01223 517562.

Late entries

Late entries will be made at the discretion of the college and late entry fees will apply.

- Cambridge International Examinations – **after 21 February** (for June 2018)
- AQA, Pearson Edexcel, OCR & WJEC – **after 21 February** (for June 2018)

Withdrawal from an exam

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

Withdrawal deadlines – no refund for exam costs

- Cambridge International Examinations – **after 21 February** – no refund of exam costs; after 17 April - no changes to exam entries or personal details possible
- AQA, Pearson Edexcel, OCR & WJEC – **after 21 April** – no refund of exam costs

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.

Check all your details

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 your contact details change.

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

Kim Smalley
Exams Officer
exams@ccss.co.uk
01223 517544

Elena Conway
Exams Assistant