

## Open Examinations Centre

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

### How to enter

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

### Personal details

- The name you register by should be the same name recorded on your official photo ID document (passport or driving licence).
- Your UCI - if you have taken GCSE, IGCSE and A Level exams at another exam centre. You should use the same UCI for all exams wherever you take them. This number can be found on a previous statement of entry, statement of results or on an exam certificate. Otherwise, please contact your last exams centre. If this is the first time you are taking exams, write NONE in the space provided and we will issue you with one.
- Your ULN– unique learner number – consisting of 10 digits which will be found on a statement of results or your certificate.

### Exam details

Please provide details of the exam board, level of exam GCSE, IGCSE, AS or A Level, PRE-U, subject title and exam code. Please note for:

- some GCSE exams, e.g. Maths: please indicate which tier - Foundation or Higher
- some Cambridge IGCSE exams, e.g. English, Maths, Sciences: please indicate which level - Core or Extended
- legacy A Level retakes, e.g. Maths: please indicate unit codes plus an aggregation code for you to be awarded a final grade and a certificate
- reformed (new) AS and A Levels there is one exam code which covers all exam components

### Coursework and non-examination assessments

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

### Modern Foreign Language exams

Please check with the exams office which orals we can facilitate.

### 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.

## Exam access arrangements

In September 2017 the JCQ regulations for private candidates changed. All private candidates must now be assessed by the exam centre's assessor and must provide hard evidence that the access arrangements awarded are being used as part of their normal way of working for the exam subjects they are taking. A fee (tbc) will be charged for this service.

We may be able to support extra time or use of a word processor, where appropriate, because of a specific learning difficulty (e.g. dyslexia) or a medical condition. We **can no longer** provide a separate room, but will accommodate candidates with our students in small groups (2-6 people for word processing) or at the main exam venue (for extra time). Please contact us immediately if you require exam access arrangements.

## Deadlines for receipt of entries and payments for 2018-19

Cambridge November exams	14 September	
GCSE November exams	28 September	
Pearson Edexcel International GCSE	12 October	(for January 2019 exams)
For all exams and all boards	1 February	(for May/June 2019 exams)

## Fees for 2018-19

GCSE exams	£170 per subject
with speaking test	£240 per subject
IGCSE exams	£185 per subject
with speaking test	£255 per subject
IGCSE double science	£245 for double award
New AS exams	£200 per subject
New A level exams	£300 per subject
with speaking test	£340 per subject
Legacy A Level re-takes	£100 per unit
with speaking test	£130 per unit
Cambridge AS or A2 exams	£200 per subject
Cambridge A level	£360 per subject
Pre-U Maths or Further Maths	£330 per subject

Fees for some subjects, like minority languages, may be higher. We offer a 10% discount on fees for returning candidates and siblings.

## 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.
- bank transfer:

Account name:	Cambridge Centre for Sixth-form Studies
Sort code:	20-17-68
Account number:	90170941
SWIFTBIC:	BARCGB22
IBAN NUMBER:	GB34 BARC2017 1990 1709 41

Please transfer fees to include bank charges and quote EXAMS plus the candidate's surname as a reference. For all queries regarding payment, please contact our Finance Officer on 01223 517562.

## Late entries

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

November exams

- Cambridge International – **no entries** accepted after 21 September
- AQA, Pearson, OCR & WJEC – late fees after 4 October; very late fees after 25 October

January exams

- Pearson IGCSE – late fees after 21 October; very late fees after 21 November

May/June exams

- Cambridge International - late fees after 21 February, **no entries** accepted after 15 April
- AQA, OCR, Pearson, WJEC - late fees after 21 February
- OCR - very late fees after 21 March; WJEC – very late fees after 18 April; AQA/Pearson – very late fees after 21 April

## Withdrawal from an exam

If you withdraw after the exam deadline, an admin fee of £50 will be deducted from your refund. If you withdraw at the very late fee stage (AQA, OCR, Pearson, WJEC), the cost of the exam plus the admin fee will be deducted. The cost of a Cambridge International exam will not be refunded after the deadline for entries. If you fail to turn up for your exam, we will not provide a refund unless you have supporting medical evidence.

## Withdrawal deadlines

- Cambridge International – 21 September and 21 February
- AQA, Pearson, OCR & WJEC – 25 October
- Pearson IGCSE January – 21 November
- OCR - 21 March; WJEC – 18 April; AQA/Pearson – 21 April

## 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 will not be responsible for having to cancel an exam if we cannot resolve the situation in compliance with the exam regulations.

## Communication

Our communication with you will be by the email address you provide us with on your registration form. Please ensure you update us with any changes.

## GDPR (Data Protection)

Please read our Privacy Notice via the link on our registration form or at the bottom of the home page of our website [www.ccss.co.uk](http://www.ccss.co.uk) under Links - CCSS policies.

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

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Exams Officer

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