

TERMS AND CONDITIONS for GCSE and A-LEVEL EXAMS

As a private candidate you take full responsibility for filling in the Exam Entry Form. The Adult Learning Academy cannot be held responsible for mistakes in completion of your entry form. We recommend that you familiarize yourself with the rules of examinations and certification as issued by your examination board. These are always available on the examinations boards' websites. We cannot be held responsible for the provision of any particular equipment unless it is prescribed by the appropriate examination board.

DOCUMENT CHECKLIST

Please ensure you supply the following documents with your exam form:

- Photographic ID (a photocopy of your passport or driving licence)
- Previous exam results, if any (document that shows your UCI number)
- Payment (card payment by phone or at the centre, bank transfer or cash)

EXAMINATION FEES

All fees must be paid in full before the exam entry can be made.

GCSE (Fees are per subject) plus any Late Entry Fees if you apply after the deadline date! Late Entry Fee £65.

Amendments to Entry Forms will incur a charge of £45. Extra time 25% on top of the exam fee

English Language	£350	Science Theory	£250
English Literature	£350	Geography	£250
Maths Paper A	£125	History	£250
Maths Paper B	£125	Statistics	£250
Foreign Language	£350		

Please ask for any other subjects – fees will be slightly more if assessments have to be marked by the centre.

Exam Fees and Classes for English, Maths and Science theory is £550.00

PAYMENT

All examinations must be paid in full before we can register you with the examination boards. Payment can be made in the following ways: Cash payment, Bank Transfer and Card payment

REFUNDS

You may withdraw from an examination by giving notice in writing to us on or before the deadline for examination entries. Refunds will be given after a deduction of £30 per paper for administrative costs. There are no refunds available for late entries or for withdrawals made after the deadline is closed. For example for Summer 2015-after 10.02.15

COURSEWORK

Coursework must be submitted with all the required forms completed and signed. Your tutor must supervise and fill in all necessary paperwork. The tutor/teacher may be required to attend a standardization meeting, the cost of which to be borne by candidate.

SPECIAL REQUIREMENTS

Please inform us in advance if you require any special arrangements / access arrangements / or have medical evidence to justify extra time on your examinations / require a scribe, reader, etc. We will let you know if we are able to meet your needs, if not we will refer you to another exam centre.

Signature of Parents/ Guardians or students over 18 _____ Date _____

