

Terms and Conditions for Private Candidates

1. Accuracy of Entry Codes:

It is vital that you provide clear unambiguous information regarding the examinations you wish to be entered for. This means correct option codes where relevant; this is especially important in subjects that have many different options such as Further Maths, History, Religious Studies etc. Please note if information supplied by prospective candidates is missing or in any way misleading or ambiguous, the entry will not be accepted. If you provide us with an entry option code which is valid and unambiguous but you only discover on the day of the examination, when you are attempting to work through the question paper, that you have provided a code which is incompatible with the topics/themes/subject areas you have actually studied and therefore prepared for, there is nothing that we will be able to do to rectify the situation. Entry fees will **NOT** be refunded under these circumstances.

2. Payment:

When you register for your examination(s), we will check your previous examination documentation (where relevant) plus your photographic ID. Once this has been done you will be required to pay a deposit of £150.00, any balance remaining must be paid in full before the relevant entries deadline date. Entries will be withdrawn if any balance remains outstanding at this time.

3. Requests for Refunds due to examinations entered but not taken:

Refund requests linked to the Coronavirus (Covid-19) Pandemic

Where you are unable or unwilling to take your examinations due to any issues linked to Coronavirus (Covid-19) you have 2 options:

1. To defer your examinations until the next available session. Once we have your request in writing, it will be automatically granted with no extra charges incurred. No fees will be refunded for the aborted examination, equally there will be no administration fees or other charges made for postponing your examinations to the next available session. Please note: If you postpone your examinations beyond the next available session, you will forfeit the entry fees you will have paid for the session aborted due to Covid-19 linked issues – there will be NO refund, and the entry fees linked to any future examination session after the next available session will have to be paid in full, **at the rates which apply at that time.**
2. To request a refund of your entry fees in writing, as you have decided not to take any examinations at Ealing Independent College in a future session. This request will be considered by the Principal of Ealing Independent College. Any refunds agreed will be minus a deduction of £50 per subject to cover the administration involved.

Refund requests NOT linked to Coronavirus (Covid-19):

Refunds will **NOT** be issued in the event of cancellation or failure to attend an examination at the correct time. In the event of exceptional circumstances – for example, a period in hospital which prevents the candidate from taking an examination – the entry will be deferred to a future examination session, which take place no more than one year after the examination which was booked at the time the entries were registered and paid for. In the event that a candidate wishes to delay an examination beyond this period, then any future examination entries will have to be paid for, at the rate applicable at that time.

4. Access Arrangements

Prospective private candidates who require extra time in their examinations will be asked to provide copies of **all** of the following documentation:

For a medical condition:

If you have 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.

If you have a learning difficulty:

If you have a learning difficulty, such as dyslexia, you cannot be awarded extra time based on reports or assessments carried out at another institution. Therefore, you will need to arrange to be assessed at this college. Without an assessment carried out at Ealing Independent College access arrangements cannot be awarded, even if you have had extra time at other Schools or Colleges. Please contact us at externalexams@ealingindependentcollege.com as soon as possible if you wish to arrange for an assessment with us. **A fee of £150 will apply.**

When contacting the college to arrange for an assessment you will be required to supply evidence of need.

It is regretted that we cannot guarantee that we will accept every application from potential private candidates requiring access arrangements. Our decision whether to accept a particular application is final and non-negotiable.

No applications for access arrangements will be considered after 31st January 2021.

5. Timetable Clashes:

Clashes between examinations **taking place at Ealing Independent College** will be resolved by the Examinations Officer, and the solution will be indicated clearly on your Statement of Entry before it is issued to you.

We can only resolve clashes between examinations being taken at Ealing Independent College; prospective private candidates who are sitting university examinations must ascertain the dates of said examinations before applying to register at Ealing Independent College. There will be **no refund** of fees if a candidate is not able to attend examinations at Ealing Independent College due to a clash with exams being taken at another centre.

6. Coursework / Practical Subjects:

Ealing Independent College can only accept applications from Private Candidates for **written** papers.

Applications from candidates who wish to carry forward coursemark marks from previous examination sessions, and who are able to supply valid documentation at the time of entry will be accepted if spaces are available.

7. What is covered by your examination entry fees?

When you register as a private candidate at Ealing Independent College, you will be entered for the examinations requested in the name given in your proof of identity; and we undertake to:

1. Provide you with your Examination Statement of Entry (“Timetable”)
2. Solve any timetable clashes for examinations at Ealing Independent College
3. Send you any relevant pre-release material at the earliest possible opportunity
4. Organise your examinations efficiently
5. Ensure that you scripts are sent by secure delivery methods to the examination boards
6. Provide you with your results on the relevant day(s), plus information on post-results services
7. Provide you with any post-results services that you may request once they have been paid for

8. What is NOT covered by your examination entry fees?

It is not our responsibility to recommend textbooks, or to provide you with specifications (“Syllabuses”), past papers, mark schemes or examiners’ reports. These can be downloaded from www.aqa.org.uk, www.edexcel.com . or www.ocr.org.uk as appropriate.

Please note that as a private candidate we are not in a position to comment on your academic progress, so **we do not provide references (including for UCAS applications) for private candidates**. In the event that a private candidate misplaces their Statements of Results after we have provided the documentation, we are always prepared to provide the information to any employer, course director or other interested party who may request it, but **no references**.

9. Courtesy:

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. 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. As with all other examination centre, we reserve the right to refuse accept a prospective private candidate and we are not obliged to give a reason if we decide not to accept an application. Our decision whether or not to accept an application from a private candidate is final and non-negotiable.

Prospective private candidates will be asked to sign a declaration that they have read and understood the above Terms and Conditions before payment is accepted and entries are registered.