

Private Candidate Policy

Private candidates will be accepted by Halesowen College at the discretion of the Head of Student Records and Exams.

Halesowen College reserves the right to not accept entries after the awarding body deadline. Any late entries accepted will be subject to an additional late fee (see below).

Halesowen College can accept private candidates, where resources allow, for all written exams relating to courses which it delivers. For examination subjects such as sciences/geography that require a practical element to have been studied, to gain the knowledge for the written paper this will need to be done by the candidate externally to Halesowen College. Halesowen College cannot provide a practical element service and candidates must agree to this in writing before the entry will be accepted by Halesowen College. Outside of this scope only examinations and assessment which require no specialist resources can be considered.

Halesowen College adhere to the requirements of the Joint council for Qualifications (JCQ) and this applies to all private candidates.

The deadline for Private Candidate entries is 31 January 2026

Fees

The fees are as follows:

Exam	£
AS or A2 paper/units	£155
GCSE paper	£105
Other	£200
Late Fee	Double the fee tariff

Additional fees:

Access arrangements assessment	£350 (Learning difficulty) £100 (Medical) £100 (EHCP)
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Private candidates are those who have not studied with the exam centre. As such, students enrolled at Halesowen College cannot enter as a private candidate for any aspect of their study programme.

Additional examinations to be taken which fall outside of the study programme may be entered as a private candidate for which the examination board fees only would be levied.

Private candidates must adhere to the following procedure:

- Complete the Private Candidate Examination Entry form which includes a recent photograph which must be witnessed as required (not by a family member).
- All fees must be paid before the entry is accepted – there are no credit or instalment arrangements available. No refunds will be issued in any circumstances by Halesowen College. If there are exceptional circumstances which the candidate requires a refund, they must put it in writing to the Principal.

Access Arrangements

Halesowen College is committed to providing equality of opportunity and will accept private candidates who require access arrangements providing that resources are available to satisfy the JCQ regulations.

Candidates with a learning difficulty must attend a pre-arranged appointment at Halesowen College to be assessed by a specialist assessor, after which a Form 8 report (Application for Access Arrangements – Profile of Learning Difficulties) will be produced. Prior to assessment, the college must receive a completed proforma confirming normal way of working and evidence of need from an educational establishment/private tutoring company or other registered tutor. This information cannot be from independent home tutors or parents who home educate and a privately commissioned assessment cannot be used. The College's Specialist Assessor must be able to provide at least a skeleton Part 1 of a Form 8 report prior to the candidate being assessed. The price for this support package would be £350.

Candidates with a medical condition or EHCP (Education Health and Care Plan) who require access arrangements must produce medical evidence or the Final EHCP to support access arrangements for their disability or impairment. A completed proforma detailing normal way of working and evidence of need must be submitted by an educational establishment/private tutoring company or other registered tutor and verified by the College's Access Arrangements Coordinator, who will produce a Form 9 to confirm the candidate's needs. The price for this support package is £100.

If access arrangement evidence is accepted by the Board, then this will be chargeable in accordance with the tariff. Please specify what is required and contact the Examinations Manager on 0121 602 7777 to discuss your requirements.

Note: Halesowen College will not charge a fee for making reasonable adjustments in examinations.

Review

Reviewed/Approved	By	Date
Updated by	Ruth Broome	July 2025
Date of Next Review		July 2026
Website	Yes/ No	No