



INFORMATION FOR PRIVATE CANDIDATES

External candidates must complete and External Candidate Entry form. Please ensure that ***all*** sections of this form are completed, it is highly important that we take as much contact information from you as possible. Please ensure that the correct ***exam board*** and ***paper codes*** are provided on the form and the level you require to take.

The College only accepts entries for ***written*** examinations (no subjects with speaking or practical elements).

The College only accepts entries for the following examination boards: ***AQA, EDEXCEL, OCR, WJEC.***

Exam Entry Deadlines:

IGCSE's/GCSE's (Depending upon availability)

November series 18th September 2026

May/June series 29th January 2027

GCE's

May/June series 29th January 2027

Please ensure that your form is returned to the College ***with*** payment by these dates, otherwise you will be liable to pay a late fee.

Exam	Fee
AS or A2	£155 <i>per paper</i>
GCSE/IGCSE	£105 <i>per paper</i>
Functional Skills Mathematics	£105 <i>per paper</i>
Other	£205 <i>per paper</i>

Late Fee	Double the fee tariff

Access Arrangements

If you require access arrangements for your examinations due to medical reasons or learning difficulties, you can apply for these on the entry form. Please refer to the external candidate policy for other charges that may be applicable.

Confirmation of Entry

Once your entry has been received by our department and your entries have been made with the awarding body we will send confirmation to you in the form of a candidate statement of entry, this will be emailed to the email address you provided on your entry form. You will need to check the form to make sure all your details are correct, if there appears to be any errors, please contact the Examinations Department *immediately*.

Examination Location/Day of your Exam

I can confirm that your examinations will take place at the Whittingham Road campus. If you have provided a mobile telephone number, you should receive a text message the day before your examination providing you with information of your seat number etc.

All morning 'AM' exams start at 9.30am, all afternoon 'PM' exams start at 13.45pm.

You are advised to arrive at least 30 minutes before the start of your exam. If you did not receive a text message the day your exam you can go to Reception (Block 1) or the Student Hub (Block 2) and they will be able to check what room you are in and your seat number.

Please remember to bring your candidate statement of entry and photographic ID with you to all your examinations because the invigilators will need to check these before you start your exam.

Most areas of concern have been covered in this document, if there is any further information you require or any questions you may have, please do not hesitate to contact the Exams Office.

Contact Details

Examinations Department
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Halesowen
West Midlands
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