



PRAESTAT OPES SAPIENTIA

HAMPTON SCHOOL

External Candidate

FORM 5

Application for External Examination Entry to

(Please use a separate form for each subject)

Summer 2016

Please delete as appropriate

Late entry fees will apply for applications received after the entry deadlines

Entry Deadline:

14 January 2016 – GCSE qualifications summer 2016

28 January 2016 – GCE qualifications summer 2016

Full Name of Candidate: _____

Date of Birth: ____/____/____ **UCI:** _____ **Candidate No:** _____
13 digits including letter 4 digits

Address: _____ **Post Code:** _____

Contact Tel No: _____ **Email address:** _____

Access Arrangements: If you have a current Access Arrangement and wish for the provision of your AA to be made available during the exams you wish to take, full details **MUST BE** provided in writing with this application. If this application is accepted; application of the access arrangement itself will be conditional upon all necessary JCQ criteria being met in advance of the exam, provisions of suitable evidence and/or re-testing by Hamptons Learning Support department prior to final acceptance of both your entry and entitlement to the provisions of your AA.

Please complete the following information regarding the qualification you wish to be entered for:-

Level <i>please circle</i>	GCSE	IGCSE	GCE AS	GCE A2	PreU
Awarding body <i>please circle</i>	AQA	CIE	Edexcel	OCR	WJEC

Subject Specification Name: _____ **Specification No:** _____

1 **CERTIFICATION CODE:** _____ If you wish your result(s) to be re-aggregated with previous units taken, **you must complete section 1.** If you do not apply for re-aggregation/certification your new result(s) will not be included within your overall qualification grade and the new result(s) will remain just unit results. All the information required will be available on your provisional statement of results issued in the summer.

2 Unit/Element/Module Code: _____ Name of Unit/Module: _____

3 Unit/Element/Module Code: _____ Name of Unit/Module: _____

4 Unit/Element/Module Code: _____ Name of Unit/Module: _____

5 Unit/Element/Module Code: _____ Name of Unit/Module: _____

NB. If the request to enter is for a subject studied externally to Hampton School, you may also need to provide the name, address and contact details of your tutor as we may need to contact him/her in connection with the subject/units you are wishing to take. Some specifications do not permit entry of external candidates, please check direct with the awarding body before submitting your application.

I understand that each application is subject to an administration fee. *Please see additional notes.*

I understand that if my application be accepted, I will be required to pay the awarding body examination and the administration fee by the date given and that there may be an addition fee for invigilation.

In the event I decide not to sit the examination(s) I understand that fees paid **may not be** refunded.

I understand Hampton School may decline my application for entry. *Please see additional notes.*

Candidate's signature: _____ **Date:** ____/____/____

Hanworth Road, Hampton, Middlesex TW12 3HD
Tel 020 8979 5526 Fax 020 8783 4035 www.hamptonschool.org.uk

Additional Notes - External Examination Entries

Please note

- Some examinations (usually subjects with performance/practical units) are not open to external candidates. If you are unsure please check with the Head of Department or the awarding body before submitting your application.
- Hampton will only accept entries from former students returning to retake a unit or unit(s).
- We will only usually accept entry applications for specifications taught at the school.
(Please see page 3 – The subject list is a guideline only)
- The application form must be completed in full. Your entry will be made solely on the information you provide. Additional administration fees will be imposed if you fail to disclose any information relevant to the exam with the initial application.
- Access Arrangements – candidates who had an Access Arrangement must speak to Learning Support prior to applying to enter as an external candidate; additional fees may apply.
- Results of units retaken are not automatically re-certificated unless section 1 has been completed. Units which are retaken will only count to the final qualification result once re-certification has taken place; once certification has been requested it cannot be withdrawn.
- Further information is available to you on the awarding body website including past papers and a full subject specification.

Administration Costs

Once your application has been accepted, in addition to the exam unit entry cost for each unit, you will be required to pay a non-refundable centre administration/registration charge of £46. This fee includes £38 administration and £8 to cover packaging and secure postage of certificates. Further fees may apply for invigilation of your exam(s) if you are the only candidate sitting the exam. Invigilation fees are £20 per hour or part of hour; cost is calculated on examination length plus a further hour to cover required administration that takes place both before and after each exam.

Examination Fees and Withdraw of Entry

Administration and unit fees must be paid as soon as invoiced; exam entries will not be finalised until payment has been received. If we do not receive the fee by the date specified, you may also be charged a late entry fee in addition. Should, once all entries have been collated, separate invigilation become necessary e.g if you are the only candidate sitting an exam on the date/time specified by the awarding board; we will advise you of the total cost of invigilation, payment of which will be required within 14 days of notification.

Having entered should you wish to withdraw at any stage, a refund of entry fees paid will depend on how soon you notify us of withdrawal after the final entry date. As a general rule unit fees paid are not usually refundable as awarding boards charge upon entry. No refund will be given in respect of administration or invigilation fees paid.

Declining an Application/Additional Information

Hampton School is not able to provide advise regarding specification or entry codes to external candidates where the subject is not taught at Hampton. We reserve the right to refuse any application for external entry to take public examinations.

Post results services are available to external candidates subject to the appropriate fee being paid. Further information will be provided regarding post results services at the end of June beginning of July; the majority of all correspondence to external candidate will be made via email.

Mrs M A Barnes

Examination Officer

exams@hamptonschool.org.uk



HAMPTON SCHOOL

GCSE/IGCSE Subject Specification codes

Summer 2016	Exam Board	GCSE Spec Code
Ancient History	OCR	J151
Biology	AQA	8401
Chemistry	AQA	8402
Chinese (Mandarin)	Edexcel	2CN01
Design Technology	CIE	0445CY
Drama	Hampton	HSCE
English Language	CIE	0500CR
English Literature	CIE	0486BY
French	CIE	0520X
Geography IGCSE	Edexcel	4GE0
German	CIE	0525Y
Greek	OCR	J291
History B	CIE	0470BY
Latin	OCR	J281
Maths IGCSE	Edexcel	4MA0
Maths (FSMQ)	OCR	6993
Music	Edexcel	2MU01
Physics IGCSE	Edexcel	4PH0
Religious Studies A	AQA	2RS01
Russian	Edexcel	2RU01
Spanish	CIE	0530Y

GCE/PreU Subject Specification codes

Summer 2016	Exam Board	GCE (AS) Cert Code	GCE (A2) Cert Code
Ancient History	OCR	H042	-
Biology	Edexcel	8BI01	9BI01
Biology (New AS)	AQA	7401	-
Chemistry	OCR	H034	H434
Chemistry (New AS)	OCR	H032	-
Design Technology	Edexcel	8RM01	9RM01
Drama & Theatre St.	Edexcel	8DR01	9DR01
Economics	Edexcel	8EC01	9EC01
Economics (New AS)	Edexcel	8ECO	-
English	OCR	H069	H469
English (New AS)	OCR	H070	-
English Literature	OCR	H071	H471
English Lit. (New AS)	Edexcel	8ETO	-
French	AQA	1651	2651
General Studies	AQA	1761	2761
Geography	AQA	1031	2031
German	AQA	1661	2661
German (Short Course)	CIE	1343	-
Government & Politics	Edexcel	8GP01	9GP01
Greek	OCR	H040	H440
History (PreU)	CIE	-	9769 EC or JM
Latin	OCR	H039	H439
Maths	Edexcel	8371	9371
Further Maths	Edexcel	8372	9372
Add. Further Maths	Edexcel	8374	9374
Maths (AEA)	Edexcel	-	9801A
Music	AQA	1271	2271
Physics (B)	AQA	1456	2456
Physics (A) (New AS)	OCR	H156	-
Physics (PreU)	CIE	-	9792A
Psychology	Edexcel	8PS01	9PS01
Psychology	AQA	7181	-
Rel. Studies (Ethics)	OCR	H172	H572
Religious Studies	WJEC	2341	3341
Russian	Edexcel	8RU01	9RU01
Spanish	AQA	1696	2696

Please note; unit or specification options apply for some subjects. IGCSE DT, English Language and History together with GCE Government and Politics and History are just some subjects which will have individual option codes.