



PRAEESTAT OPES SAPIENTIA

HAMPTON SCHOOL

External Candidate

FORM 5

Application for External Examination Entry

(Please use a separate form for each subject)

Summer 2019

Entry Deadline:

Please delete as appropriate

10 January 2019 – GCSE & Cambridge (IGCSE, A Level & PreU) qualifications summer 2019

Late entry fees will apply for late applications

24 January 2019 – GCE (non Cambridge subjects) qualifications summer 2019

Full Name of Candidate: _____

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

Address: _____ Post Code: _____

Contact Tel No: _____ School Email: _____

____ Access Arrangements: Please indicate if you received any of the following: - If your AA is not listed, please provide details.

Tick those you received in 2018 ____ Extra Time ____ Rest Break ____ Word Processor ____ Other

Please be advised we may not be able to accommodate your specific needs for the summer exams if you do not advise us at time of entry that you previously had and still wish to use your Access Arrangement (AA). AA's are not enduring and will automatically expire at the end of studies in the Fifth and Upper Sixth years. In order to be eligible for the 2019 exams, you must contact Learning Support as soon as possible. Additional supporting evidence is very likely to be required; Learning Support, JCQ and/or Cambridge must approve all access arrangements. Application formalities must completed before entries are submitted to the board. Centre deadline to complete access arrangement formalities **18 January 2019**.

Please complete a separate form for each level/subject you wish to be entered for.

Qualification Level *please tick one* ____ PreU ____ GCE A Level ____ GCE AS ____ IGCSE ____ GCSE

Awarding body *please tick one* ____ AQA ____ CIE ____ Edexcel ____ OCR ____ WJEC

1. Subject/Specification Name: _____ Subject Specification: _____

2. Legacy (unreformed qualifications)

Some unreformed (legacy) qualifications still permit entry to individual exam papers.

____ Legacy qualifications - I wish to be entered for the individual papers listed below.

1. Paper Ref: _____ 2. Paper Ref: _____ 3. Paper Ref: _____ 4. Paper Ref: _____

2. Resubmission of a personal investigation or coursework unit.

Where a subject permits a personal investigation unit to be carried forward, the section below must be ticked if you wish it to be used.

____ I wish my PI or coursework to be carried forward from summer 2018. (e.g. A Level Geography, PreU History/Physics)

a) I understand that if my application is accepted, I will be required to pay an administration fee for each subject entered, the awarding body entry fees and invigilation fees* by the date advised. *See additional notes.

b) I understand certification of new results will happen automatically and cannot be withheld or withdrawn.

c) In the event I decide not to sit one or more of the exam(s), I understand that fees paid **will not be** refunded.

d) I accept Hampton School may refuse my application for entry as an external candidate. Please see additional notes.

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

If submitted electronically, send only attached to an email from your school account, entering the email address in the candidate's signature box

Hanworth Road, Hampton, Middlesex TW12 3HD

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Additional Notes - External Applicants

Please note

- **Hampton will only accept entries from former students** returning to retake a subject previously taken and taught at Hampton.
- **Only applications for specifications taught at the school** are usually considered. *(The subjects listed on page 3 are the qualification references currently being studied at Hampton)*
- **Some subjects are not available for entry for external candidates.** These are usually subjects with coursework, performance or practical elements. If the subject does have a non-timetabled aspect, entry may not be possible.
- **Application Form 5.** A separate form is required for each level of qualification (AS and A Level) and subject. All sections of Form 5 must be completed. Entry is made from the information provided on the application form. If you fail to disclose anything relevant to the exams you wish to be entered to take you will be liable for additional administration charges.
- **Access Arrangements.** AA's have a 24-month duration. A candidate returning to retake will need to ask for the AA to be reinstated. In most instances, Learning Support will require up to date evidence to be provided in order to renew. Hampton school reserve the right to charge if additional testing is necessary to support renewal. If the specific arrangement being sought is not listed on the form, full details must be provided **in writing of what is required.**
- **Legacy qualifications** – Most subjects have now changed from unitised to linear. A unitised qualification permitted candidates to retake a single paper and are referred to as 'Legacy' subjects. With a unitised qualification, certification is also applied for separately and will be automatically applied for candidates retaking one or more papers.
- **Linear qualifications** – Qualifications having recently reformed from unitised (Legacy) to linear, candidates now retake **all papers** of a qualification. For some subjects, e.g., those with a personal investigation element, it is sometimes possible to carry forward the previous year's result once.

Further information regarding all qualifications can be found on the individual awarding board websites and on the school intranet.

Acknowledgement, Entry Confirmation and Fees

You will receive an initial email confirming your application has been received and a further email once your entry has been accepted. The fees invoice, draft timetable and entry confirmation will usually be sent around mid-February.

Fees will be payable within 14 days of invoice; you will be charged awarding board subject entry fees, a non-refundable administration/registration fee of **£40 per subject entered**, plus a further £10 to cover the secure delivery, postage and packing of the certificates.

If fees invoiced are not paid by the date given, a late entry fee will become payable and will be double original fees.

Invigilation Fees

It is impossible to assess until all exam arrangements have been finalised if it will be possible to accommodate external candidates in the same venues as centre candidates. If we are not able to, supervision fees will be charged for the full invigilation cost at £22 per hour or part hour; cost is calculated on examination length rounded up to the next complete hour, plus a further hour to cover mandatory administration both before and after each exam.

We will try to give you an early indication if we think separate invigilation may be necessary but cannot guarantee when that might be; exam scheduling is a complex and largely manual process. Usually we aim to have all exam scheduling and arrangements finalised just before we break for Easter.

Withdraw of Entry

If you having entered you decide to withdraw from an exam, no refund will be given of admin fees paid. Sometimes a partial refund of the awarding board fees is possible but cannot be guaranteed. Obviously the sooner you let us know the better. Withdrawal must be in writing and preferably by email and by the very latest 8 March for the possibility of a refund of up to a maximum of 50% of the board fee. From 9 March onwards no refund of any fees paid will be given.

Subject Information and Declining an Application

The exams office is not able to provide individual advice regarding entry codes of subjects. The majority of subject information that will be needed to complete the form can be found on the summer results statement and the information page below. Should a candidate be unsure of what to put on the application form, contact should be made direct to the Head of the Department of the subject concerned.

Hampton reserves the absolute right to refuse entry to external candidates applying to take exams at Hampton School.

Results and Post Results

Access to full post results services are available to external candidates subject to payment of the appropriate fee being received with a completed application. Further information will be provided in the results envelopes in August which external applicants must collect in person. All correspondence will be made via email to external candidate and school email access extended to accommodate access to both email and the school intranet.

Mrs M A Barnes

Examinations Officer

exams@hamptonschool.org.uk

