



PRAESTAT OPES SAPIENTIA

HAMPTON SCHOOL

External Candidate

FORM 5

Application for External Examination Entry

(Please use a separate form for each subject)

Summer 2018

Please delete as appropriate

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

Entry Deadline:

11 January 2018 – GCSE qualifications summer 2018

25 January 2018 – GCE qualifications summer 2018

Full Name of Candidate: _____

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

Address: _____ **Post Code:** _____

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

Access Arrangements: **Tick if you have you previously had** Extra Time, Rest Breaks or permission to Word Process.
We may not be able to accommodate your specific needs for the summer exams you are applying to take if you do not advise us at time of initial entry that you have an Access Arrangement (AA). AAs are not enduring and most will automatically expire at the end of studies in the Fifth and Upper Sixth years. We are required to meet exacting regulatory criteria each time we apply for an AA on behalf of a candidate and to have completed all formalities by 20 January. There is a strong possibility you will need to provide up to date evidence, please contact Learning Support for further guidance. Failure to provide additional evidence when requested is likely to mean we are unable to allow provision of the AA in exams.

Please complete a separate form for each 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

Subject/Specification Name: _____ **Subject Reference:** _____

Legacy qualifications and subjects which permit resubmission of a personal investigation or coursework unit.
Some qualifications such as Pearson Maths still permit entry to individual papers; some subjects permit a personal investigation unit to be carried forward. Where either option applies, the section below must be completed with the individual paper references to be entered.

Legacy (unreformed qualifications) only; I wish to be entered for the individual papers listed below.

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

I wish my PI or coursework to be carried forward from summer 2017. (e.g. 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
Tel 020 8979 5526 Fax 020 8783 4035 www.hamptonschool.org.uk

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** will be considered.
(Please see page 3 – The subject list on page 3 is a guideline and based on the subjects under examination in the current year)
- **Some subjects are not available to external candidates.** These are usually subjects with performance or practical elements. If you are unsure please check with the Head of Dept. or awarding board.
- **External candidates** must fully complete Form 5. Entries will be made solely on the information provided on the application. An additional admin fee will be imposed if you fail to disclose any information relevant to the exams or which was requested on the initial application.
- **Access Arrangements** – candidates who had an Access Arrangement during exams taken last summer must indicate clearly what arrangement they received **in writing** and be prepared to provide any additional information or evidence asked for by Learning Support. Hampton school may charge if additional testing or supervision for an exam is necessary.
- **Legacy specification qualifications only** – Legacy results recertification will be automatically applied for. An external candidate can only request recertification is withheld if there are extenuating circumstances. The candidate must apply in writing by end of June latest to the Head of Centre. If sanctioned, a written acknowledgment will be provided. Late certification can be applied for but there is no guarantee the awarding board will accept. This must be requested by latest 1 September following result publication. Certification cannot be withdrawn once results are published in August.
- **New and linear qualifications** – Certification will automatically take place and cannot be withheld. Candidates will be required to retake all written exam papers of a qualification. Where a subject has coursework or a personal investigation, in some instances this unit may be carried forward once.
- Further information regarding all qualifications can be found on the awarding body websites.

Administration Costs

You will receive written confirmation once your application has been accepted. You will be required to pay a non-refundable administration/registration fee of **£40 per subject entered**, plus £10 to cover the secure delivery, postage and packing of the certificates.

Invigilation Fees: If you are the only candidate sitting the exam, you may also be charged for invigilation of the exam(s). Invigilation fees are charged at £20 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.

Examination Fees and Withdraw of Entry

Administration, certificate and the exam entry fees must be paid within 7 calendar days of invoice and can be paid direct to the school account. Entries will not be confirmed with the board until full payment has been received. If fees invoiced are not paid by the date given, your entry or entries will be withdrawn. If you miss the application deadline, you will be charged late entry fees. In most instances this will be a minimum of double the admin and entry fees. Final exam arrangements are put into place during February and March. Once complete we will be able to confirm if separate invigilation will be necessary. Wherever possible an external candidate will be accommodated with centre candidates. Should separate invigilation be necessary, you will be advised the total cost and payment is required within 14 days.

If you withdraw from an exam, no refund will be given of administration fees paid. If you withdraw by 10 March, a partial refund up to a maximum of 50% of the board fee may be possible. From 11 March onwards no refund of any fees paid will be given.

Declining an Application/Additional Information

The exams office is not able to provide individual advice regarding entry codes for exams. Advice, should it be required, should be sought from the Head of Department of the subject concerned. We reserve the absolute right to refuse entry of any external candidate applying to take public exams at Hampton School.

Full post results services are available to external candidates subject to the appropriate fee being paid with the 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.

Mrs M A Barnes

Examinations Officer

exams@hamptonschool.org.uk

