

HARTISMERE SCHOOL

Private Candidate Application Form



1. Personal Information

This information will be printed on your certificates and must be legal and accurate.

* Please **PRINT** your names

Title		Legal surname *	
First name *		Middle name(s) *	
Gender		Date of birth	
Email address		Telephone	
Postal address and postcode			

2. Previous Examination Centre

If you have ever taken examinations before, you should complete this section as accurately as you can for your most recent exam.

You might find some of the information printed on your certificates.

Previous centre name, address and postcode		
Previous centre number (if known) 5 digits	Your Unique Candidate Identifier (UCI) (if known) 12 digits followed by a letter	Your Unique Learner Number (ULN) (if known) 10 digits

3. Examination Entries

Enter the examinations you would like to take at Hartismere

Type (e.g. GCSE)	Awarding Body (e.g. AQA)	Exam Series (month & year)	Specification Title	Entry Code (e.g. 1234H)

4. Examination Details

Do any examinations have a Non-examined assessment (NEA) component or coursework component? - please give details.

*NB - it is likely that this will need to be marked and submitted to the school for moderation by our staff. **We may not be able to accommodate this.***

Are you carrying forward any coursework marks? - please give details

5. Access Arrangements

Are you eligible for Access Arrangements in examination(s)? - please give details.

*NB - all access arrangements must be ratified by our Special Educational Needs and Disabilities Coordinator, and submitted to the awarding body for approval. You may need to provide evidence to support your request. **We may be unable to approve or support your request.***

6. Identification

Photographic ID is required to confirm your identity.

Please attach a copy of your ID to this form.

Identification Type
(e.g. passport, driving licence etc)

We will provide you with a confirmation of your entry and a copy of the regulations in due course. It is important that you read and check these carefully.

7. Confirmation

I understand that Hartismere cannot guarantee my requests can be accommodated. I agree to abide by the regulations for taking examinations as published by the Joint Council for Qualifications (JCQ). I understand a non-refundable entry and administration fee will be payable.

Signature

Date

Return - with your Photo ID attached - to **exams.officer@hartismere.com** , or
The Examinations Officer, Hartismere School, Castleton Way, Eye. Suffolk IP23 7BL

Personal Information:

- PRINT your names.
- Provide your Title, Legal surname, First name, Middle name(s), Gender, Date of birth, Email address, and Telephone number.
- Enter your postal address and postcode.
- Ensure all information is legal and accurate as it will be printed on your certificates.

Previous Examination Centre:

- Complete this section with information from your most recent exam, if applicable.
- Provide the previous centre name, address, and postcode.
- If known, include your previous centre number (5 digits), Unique Candidate Identifier (UCI) (12 digits followed by a letter), and Unique Learner Number (ULN) (10 digits).

Examination Entries:

- List the examinations you wish to take at Hartismere.
- For each examination, include the Type (e.g., GCSE), Awarding Body (e.g., AQA), Exam Series (month & year), Specification Title, and Entry Code (e.g., 1234H).

Examination Details:

- Indicate if any examinations have a Non-examined assessment (NEA) component or coursework component and provide details. Note that the school may not be able to accommodate this.
- State if you are carrying forward any coursework marks and provide details.

Access Arrangements:

- Indicate if you are eligible for Access Arrangements and provide details.
- Be aware that you may need to provide evidence to support your request, and the school may be unable to approve or support it.

Identification:

- Attach a copy of your photographic ID to the form.
- Specify the type of identification (e.g., passport, driving licence).

Confirmation:

- Sign and date the form.
- By signing, you confirm that you understand Hartismere cannot guarantee your requests can be accommodated.
- You also agree to abide by the regulations for taking examinations as published by the Joint Council for Qualifications (JCQ).
- You understand that a non-refundable entry and administration fee will be payable.

Submission:

- Return the completed form with your Photo ID attached to exams.officer@hartismere.com, or mail it to The Examinations Officer, Hartismere School, Castleton Way, Eye, Suffolk IP23 7BL.
- Forms should be returned by:
 - November examinations: 15 September
 - January examinations: 1 November
 - Summer examination: 1 February