

The school will only accept private candidates in two instances:

1. if they have previously been enrolled at Stoke Newington School for their secondary education.
2. The child of an existing staff member.

We do not accept any other private candidates.

There is one exception to students previously on roll and that is that we do not accept students who were on roll in year 13 in the same academic year for which they wish to be entered as a private candidate.

Children of existing staff must be enrolled at a secondary school and must be accompanied on and off site to the exams hall by a parent or sibling aged 18 or over.

Applications to be accepted as a private candidate must be submitted by 30<sup>th</sup> January for the year of entry for June examinations. The private candidate application form must be completed in full and submitted to the exams officer in writing. Email applications will not be accepted.

Once accepted, the school will:

- Make entries for examinations.
- Provide appropriate conditions to sit the examinations. This will be in a room with our students.
- Make results available for collection at reception on results days and post certificates to a home address.

As a centre we are *not* able to provide the following:

- Entries for any qualification that requires a coursework, controlled assessment, practical or oral examination component.
- Application for, or administering of, any special arrangements.
- Facilities to study within the centre.
- Marking, support or advice on any part of a course.
- Facility to take an exam in a private room.
- Applications for any special consideration during the exam season.
- Enquiries about results after results are issued (remarks or requests for copies of scripts).
- Requests for replacement certificates in the future.
- Supervision of any staff member's child between examinations.
- Escorting any staff member's child to and from the exam hall.

The following fees will apply to all private candidates:

- Entry fees for each subject, to include all components/papers.
- Administration fee of £100 for every qualification entered for, except for those students for whom the school received Pupil Premium funding.
- Invigilation - no charge if the centre is already running an exam for internal students, otherwise an hourly rate will be charged of £25 an hour.

- All fees must be paid in full before entries are made. The deadline is the 10th of February for June exams.
- No refunds can be made if the candidate subsequently wishes to withdraw after entry and before the exam takes place, or does not attend an exam, for whatever reason.

**Stoke Newington School      Application for acceptance as a private candidate**

*All fields must be completed before an application can be considered.*

Full name		
Address <i>Full post code required</i>		
Contact phone number		
Email address		
Dates on roll at SNS		
Former candidate number		
UCI number		
Subject entry request - please complete for every subject you wish to be entered for.		
<b>Level</b> <i>circle</i>	<b>A level</b>	<b>GCSE</b>
Subject		
Exam board		
Component codes		
<b>Level</b> <i>circle</i>	<b>A level</b>	<b>GCSE</b>
Subject		
Exam board		
Component codes		

I have read and understood Stoke Newington's policy for private candidates.

Signed \_\_\_\_\_ date \_\_\_\_\_

Write name \_\_\_\_\_