



A S S E S S M E N T a n d
Q U A L I F I C A T I O N S
A L L I A N C E

Supplementary Guidance for Private Candidates

GCSE and GCE Examinations 2008–2009

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Supplementary Guidance for Private Candidates 2008–2009 GCSE and GCE

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A Introduction

- A1** You should read this booklet carefully **before** you make your entry.
- A2** This booklet should be read together with the *Entry Information for Private Candidates* for the particular level (e.g. GCSE) at which you are taking your exams. The Entry Information booklets indicate the availability of AQA specifications for Private Candidates as well as providing the entry codes (**not all AQA specifications are available to private candidates**).
- A3** If you wish to sit an AQA examination, you will have to be entered through an AQA-approved centre in the U.K. (usually a local school or college).
- A4** Your entry for your examination(s) will only be accepted by a local school or college approved by AQA if it is complete in every respect and all the procedures outlined in this booklet have been followed correctly. If you do not follow the entry instructions, this may lead to delays in the acceptance of your entry and you may incur additional costs (see Section I).
- A5** A summary of the main procedures to be followed is included in section K (page 30) and includes references to this booklet and other documents.
- A6** A glossary of commonly used words and terms explaining what they mean is available at the back of this booklet (page 34).
- A7** If you have a query regarding your examination you must contact the Examinations Officer at the centre through which you are entering.

B General Information

How do I find out about what I have to study?

- B1** Information about the content and examination in a subject is published by AQA in a booklet called a *Specification*.



You must check in the *Specification* and the *Entry Information for Private Candidates* booklet provided that the subject you wish to enter for is available to private candidates.

AQA provides only examinations: it does not provide courses of study; neither does it hold detailed information on the courses offered by further education classes or individual colleges. For this information you should contact either the colleges in your area or the Further Education Section of your Local Education Authority.

- B2** If you wish to study by a correspondence course for a specification which has a coursework component, you would be advised to contact one of the AQA accredited distance learning institutions shown in paragraph E10.

How do I obtain copies of specifications, past question papers & other publications?

- B3** It is your responsibility to obtain a specification and to be aware of the requirements of the specification that you have chosen.

You can obtain copies of individual subject *Specifications*, question papers and *Examiners' Reports* from previous examination series, and other additional material from the AQA Publications Department (see page 7 for contact details).

- B4** Specifications related information and all available publications are listed in the *AQA Publications Catalogue* which is also available on the AQA Website at www.aqa.org.uk/public/index.php.

When are the examinations held?

- B5** A copy of the timetable for the examinations you wish to take is available on request from AQA's Entries, at the **Manchester** office (see page 7 for contact details) or via the AQA Website at www.aqa.org.uk/admin/timetable.php. Your accommodating centre will tell you the exact dates and start times of any examinations that are conducted on a timetable set by the centre within a defined period (e.g. Modern Foreign Language speaking tests).



How do I contact AQA?

- B6** If, after reading this booklet, you have any queries about entering as a private candidate, you should telephone or write to AQA Entries at the **Manchester** office. Contact details of all AQA's offices are given on page 7.
- B7** If you have any queries about the content of the subject *Specification*, you should contact the appropriate Subject Team directly through any AQA office.

AQA Offices



Manchester office

AQA
Devas Street
Manchester
M15 6EX

 Tel 0161 953 1180
 Fax 0161 273 7572
e-mail privatecandidates@aqa.org.uk

AQA Publications Department

AQA Publications Department
AQA Logistics Centre (Manchester)
Unit 2, Wheel Forge Way
Ashburton Park
Trafford Park
Manchester
M17 1EH

 Tel 0870 410 1036
 Fax 0161 455 5485
e-mail publications@aqa.org.uk



Guildford office

AQA
Stag Hill House
Guildford
Surrey
GU2 7XJ

 Tel 01483 506 506
 Fax 01483 300 152

Harrogate office

AQA
31-33 Springfield Avenue
Harrogate
North Yorkshire
HG1 2HW

 Tel 01423 840 015
 Fax 01423 523 678

C Making an entry

Who can enter as a private candidate?

- C1** Private candidates are defined as those who are entirely responsible for making their own entry for one or more AQA subjects and who are responsible for paying their own entry fees.



Private candidates may **not** enter as both a private candidate and an internal centre candidate at the same centre in the same examination series (e.g. GCSE June 2009).

Where can I take my examinations?

- C2** You are responsible for making the necessary arrangements to take the examination at a local school or college that is approved by AQA.



AQA regrets that examinations cannot be made available for private candidates to sit outside the United Kingdom. Private candidates should contact AQA Entries at AQA's Manchester office if further information is required.

School and College Centres

- C3** Schools or colleges **within the United Kingdom**, which are already presenting internal candidates for AQA examinations, are entitled to accept entries from private candidates. It is entirely at the discretion of the Head of Centre whether or not they choose to accept entries from private candidates.
- C4** Entry forms are not issued by AQA to candidates entering through an AQA approved centre. Candidates should contact the centre directly.
- C5** You **must** attend the centre **in person** to make your entry. To prevent any difficulties, you are advised to contact local schools and colleges well in advance of making your entry to ensure that the centre can accommodate you. In most cases, a centre will normally only accept an entry from you if it is entering its own candidates for the specifications you are interested in or has other examinations for AQA scheduled at the same time as the papers you wish to take.



AQA has no power to direct a centre to accept your entry if the centre refuses to do so for whatever reason.

- C6** All arrangements for your examinations should be made with the Examinations Officer at the centre, **not** with AQA.

Where can I find out which centres accept entries from private candidates?


- C7** A list of centres in your area that have informed AQA that they may be willing to accept entries from private candidates is available on request to AQA Entries at AQA's Manchester office and from the AQA Website at www.aqa.org.uk/admin/p_private.php. This list of centres is general.

If you are not able to find a centre from this list, then you must try contacting other local schools and colleges (e.g. from your local telephone directory), as they may be willing to accept your entry. AQA **cannot** provide you with detailed lists of centres for the subjects in which you are interested.

When do I have to make my entry?

C8 Examinations offered by AQA are organised into a set of Series each year. These Series are given codes to identify them, shown in the left hand column of the table below.

C9 Entries must be received by AQA on or before the entry closing date for the appropriate Series. The entry closing dates are shown in the table below for each Series in which examinations are available to private candidates.

C10  You must ensure that your entry is made well in advance of the closing date so that the centre has sufficient time to process and inform AQA of your entry before the closing date.

Series Code	Month of Exams	Examinations in Series Available to Private Candidates* (*Please note, the availability of qualifications to private candidates varies. Please refer to the relevant <i>Specification</i> and the <i>Entry Information for Private Candidates</i> for further information.)	ENTRY CLOSING DATE
BG08	November 2008	GCSE English A and B GCSE Mathematics B (without Coursework) Modules 1&3 (Tiers F & H) GCSE Sciences Objective Test Units GCSE Science A Awards <u>Final re-sit opportunity for:</u> GCSE Mathematics A (with Coursework) (Tiers F & H) and Award GCSE Mathematics B (with Coursework)(Modules 1-5) (Tiers F&H) and Award	4 October 2008
1A09	January 2009	GCE Units and Awards GCE (New Specifications) AS Units GCSE in Applied Subjects Units and Awards GCSE Sciences Written Paper Units 1, 2 and 3 GCSE Science B Awards	21 October 2008
1G09	January 2009	GCSE Modern Foreign Language Modules 1 & 3	21 October 2008
3G09	March 2009	GCSE Mathematics B (without Coursework) Modules 1 & 3 (Tiers F&H) GCSE Sciences Objective Test Units GCSE Science A Awards	21 January 2009
6G09	June 2009	GCSE and GCSE (Modular) Awards GCSE in Applied Subjects Awards GCSE Modern Foreign Language Modules 2 & 4 GCSE Religious Studies B Modules GCSE Mathematics B (without Coursework) Module 5 (Tiers F&H) GCSE Sciences Centre-Assessed units Level 1 and Level 2 Certificate	21 February 2009
6A09	June 2009	GCE Units and Awards GCE New Specifications AS Units and Awards GCE AS Level Units and Awards <u>Final re-sit opportunity</u> Advanced Extension Awards <u>Final Opportunity</u>	21 March 2009
6V09	June 2009	GCSE in Applied Subjects Units GCSE Sciences Written Paper Units 1, 2 and 3	21 March 2009
6M09	June 2009	GCSE Mathematics B (without Coursework) Modules 1 and 3 (Tiers F&H) GCSE Sciences Objective Test Units	27 April 2009

Can I still enter after the closing date?

C11 If your initial entry (submitted by your school or college) is received by AQA after the closing date for entries shown above, it will be accepted only on payment of late entry fees for each subject/unit/module entry **in addition** to the normal Entry Fees. See Section I for full details of fees.

What information do I need to give to the centre when making my entry?

C12 Once a centre has stated that it is prepared to accept your entry, you should provide the Examinations Officer at the centre with the following information **in person**:

- your full name and date of birth (AQA strongly recommends that candidates submit their entries using a name that may be verified by the presentation of suitable identification, such as a birth certificate, passport or driver's licence. This ensures that there will be no delays or confusion when candidates subsequently present their results documentation to employers or tertiary institutions);
- appropriate evidence of your identity (see Section D);
- details of the subject(s) for which you wish to enter (see Section J);
- if appropriate, details of any coursework and completed *Private Candidate Coursework Information Form(s)* (see Sections E and F);
- your 13-character UCI (Unique Candidate Identifier) if you have been issued with one previously;
- full contact details.



Where appropriate, you must check with your examination centre that it will be able to provide accommodation for any practical examinations or Speaking Test components and particularly that a speaker of the Modern Foreign Language concerned can be made available to conduct the Speaking Tests.

How do I pay my fees?

- C13** All fees (see Section I) must be paid to the centre when you make your entry. The centre may charge an additional fee for accommodation and/or administration. Any accommodation fee is payable to the centre, **not to AQA**.

What will the centre do once my entry has been accepted?

- C14** Once your entry has been accepted, the centre will be responsible for:
- forwarding details of your entry and, if appropriate, completed *Private Candidate Coursework Information Form(s)* to AQA;
 - ensuring that you are aware of the published timetable for your examinations;
 - forwarding to you an individual *Candidate Statement of Entry*, which will be sent to the centre by AQA once your entry has been received and processed.

This *Candidate Statement of Entry* will enable you to check that your entry has been made correctly and will show the dates, sessions and duration of examination papers. You should contact the centre immediately if you have any queries. The centre will also forward to you any revised, individual *Candidate Statement of Entry* that might be produced if you amend your original entry.

- informing you of the venue and starting times of your examinations if they are different to the published timetable, i.e. 9.00 am for morning examinations and 1.30 pm for afternoon examinations;
- informing you of the venue, date and starting times of any practical or oral examinations that are not shown on the timetable/individual *Candidate Statement of Entry*;
- providing you with any additional information to ensure that you arrive for your examination on time and at the appropriate place;

-
- informing you of the date by which your coursework (if appropriate and with a completed *Private Candidate Record Form*) should be submitted to the centre (see Section F);
 - despatching the completed coursework to the moderator;
 - forwarding to you, where appropriate, any preliminary material required by candidates before the examination (see paragraphs G7 to G10);
 - issuing to you a copy of the *JCQ Notice to Candidates* which explains the rules you must follow when taking written examinations, and the *JCQ Notice to Candidates* for coursework if you are taking coursework components. (It is your responsibility to ensure you have the appropriate notices, which can also be downloaded from the JCQ Website at www.jcq.org.uk .)
 - informing you of your examination results (see Section H);
 - informing you when your examination certificate (if appropriate) is available (see Section H).

D Identification of private candidates

D1 Before your entry can be accepted, AQA and your accommodating centre must be satisfied about your identity.



Entries will **not** be accepted by AQA if the identification procedure has not been followed. You must also ensure that you bring the required proof of identity to each examination.

D2 You must attend the centre **in person** to make your entry. You must be identified by the Head of the centre when you make your entry by means of one of the following procedures. Where appropriate, candidates must agree to the arrangements for identifying those candidates wearing religious clothing, such as a veil, as described in the *JCQ Instructions for Conducting Examinations* (available from www.jcq.org.uk).

Either (a) If you are known personally to the staff of the AQA centre that is providing accommodation, no further action needs to be taken to prove identification at this stage, provided that you can be identified by the Invigilator at the beginning of each examination session, including any speaking and practical examinations.

or (b) If you are not known personally to the staff of the accommodating centre, but have a current and valid passport or driving licence incorporating a photograph, you should show this to the Head of the centre at the time of making your entry. No further action needs to be taken to prove identification when your entry is made but you **must** produce your passport or driving licence for inspection by the Invigilator at the beginning of each examination session, including any speaking and practical examinations.

or (c) If you are not known personally to the staff of the accommodating centre and do not have a current, valid passport or driving licence incorporating a photograph, then this procedure must be followed.

(i) You must obtain two passport-sized photographs taken at the same time and within the last twelve months.

(ii) You must take one of the photographs to someone who knows you and who is in one of the following categories:

the Head of an educational establishment; a medical practitioner; a minister of religion; a magistrate; a solicitor; a bank manager; your employer.

This person must witness the photograph by signing the reverse side and must also complete and sign the *Private Candidate Identification Form*, which is included in the Appendices at the back of this booklet.



(iii) You must take the completed *Private Candidate Identification Form*, the witnessed photograph and the **second** photograph to the centre providing the accommodation. The Head of the centre will retain the *Private Candidate Identification Form* and the photographs so that the Invigilator can confirm your identity at the beginning of each examination session, including any speaking and practical examinations.

E Coursework

Carrying forward Coursework Marks

- E1** If you are retaking examinations it may be possible to have the marks previously obtained for the coursework components re-used or ‘carried forward’.
- E2** Information about carrying forward coursework marks is contained in the relevant *Specification*. The *Entry Information for Private Candidates* booklets also contain information on those specifications where the carrying forward of coursework marks is permitted.
- E3** If you wish to carry forward coursework marks, you should complete the appropriate sections of the *Private Candidate Coursework Information Form* (which is included as an Appendix at the back of this booklet) and give the completed form to the Examinations Officer when you make your entry. You will be required to give details of your previous centre name and number, candidate number and UCI, and previous examination series. This information may be found either on the individual candidate timetable issued to you before your previous examination or on the statement of results given to you after your previous examination.

Submitting new coursework

- E4**  If you wish to enter for a subject that involves coursework, but you do not wish or are not able to carry forward marks from a previous examination, you should read Section F carefully, and also refer to the appropriate *Entry Information for Private Candidates* booklet, which gives details of the specifications and units/modules available to private candidates and where new coursework may be submitted.
- E5**  Entries from candidates wishing to submit new coursework will **not** be accepted after the last date for submission of coursework for assessment (see paragraph F4).

What are the Regulations concerning new coursework?

- E6** All coursework that you submit for assessment **must** be your own work. However, you may quote from books or any other sources, or receive guidance from someone other than your teacher or tutor. If you have quoted directly from books or other sources you must state which ones you have used. You must understand that to present material copied directly from books or other sources without acknowledgement will be regarded as deliberate deception. If you have had any help, other than that given by your teacher/tutor, you must tell your teacher, tutor or authenticator. Your teacher/tutor will be required to record full details of the nature of any assistance given to you.
- E7** If you copy from another candidate, let another candidate copy from you, or break the rules in any other way, you may be disqualified, at least from the subject concerned.
- E8** You will be required to sign a statement that you have read and understood the regulations and that your coursework is your own work apart from any help given, which you must declare on the appropriate form. When you hand in your coursework, you will be required to complete and sign the *Private Candidate Record Form* (which is included in the Appendix at the back of this booklet) to confirm that you have understood and followed the coursework requirements.

Where can I find information about coursework requirements?

- E9** If you are submitting new coursework, you should refer to the *Coursework* sections in the relevant specification. These have been written for teachers who will assess the work of their candidates, but they include information you will find useful in producing your coursework and understanding how it will be marked.

Preparation of new coursework

- E10** Private candidates may prepare new coursework using one of three methods. The three methods are explained below. You will need to decide which method you are following, as this will affect the way in which your coursework is authenticated and assessed. Further information is given in paragraphs F6 to F8.

Method 1 – Studying at the centre of entry

Method 1 candidates are defined as those who are following a course and attending sessions at an institution that is an AQA approved centre, but who are entering as private candidates. It is expected that the teacher responsible for the class will supervise, authenticate and, unless you are entered for an externally-assessed coursework component, assess your coursework.

Method 2 – Studying through an accredited correspondence college

Method 2 candidates are defined as those who are following a distance-learning course with an institution that is accredited by AQA (see below) as providing appropriate tutor support and satisfying AQA's authentication procedures. Your tutor will authenticate and, unless you are entered for an externally-assessed coursework component, assess your work.

The table below shows organisations that provide distance-learning courses linked to AQA specifications and have been accredited by AQA as satisfying AQA's authentication procedures for coursework.


Mercers College/Civil Service Correspondence School	
Ware	
Hertfordshire	
SG12 9AD	☎ 01920 465926
National Extension College (NEC)	
The Michael Young Centre	
Purbeck Road	
Cambridge	
CB2 8HN	☎ 01223 400200

Candidates who are using distance-learning material from an institution that is not shown in the table above as accredited will be classified as “studying independently” and will follow the **third method** of study.


Method 3 – Studying independently

Method 3 candidates are defined as those who are studying independently, e.g. studying at home, using private tuition or self-tuition, or studying via a distance-learning organisation other than those listed above. Where the specification allows, AQA is prepared to undertake the marking of coursework for specifications where the coursework would normally be assessed by a centre.

F Authentication and assessment of new coursework

F1  Private candidates wishing to submit new coursework should refer to the appropriate *Specification* to check that this option is available.

F2 If you are submitting new coursework you should read this section carefully.

 Late entries from candidates wishing to submit new coursework will **not** be accepted after the last date for submission of coursework (see paragraph F4).

What are the arrangements for authenticating and assessing my coursework?

F3 All private candidates wishing to submit new coursework must complete the appropriate sections of the *Private Candidate Coursework Information Form*, which is included as an Appendix at the back of this booklet.

A separate *Private Candidate Coursework Information Form* **must** be completed for **each** subject entry for which you wish to submit new coursework and passed to the Examinations Officer at the centre when the entry is made (as detailed in paragraph C12).

F4 The latest dates by which **centres** should submit your coursework to AQA are shown in the table below. It is important that you check with the centre you are entering through when they will need the coursework from you so that they can forward it to the coursework examiner/moderator appointed by AQA. **Please note that the date by which the centre will require the coursework from you may be well in advance of the dates shown below.**

November 2008 Series BG	5 November 2008	GCSE English Specifications A and B (Please note: only available to private candidates who are carrying forward previously attained coursework marks, or Method 1 private candidates) GCSE Mathematics Specifications A and B Coursework modules 2 and 4 (Final re-sit opportunity)
January 2009 Series 1A	10 January 2009	GCE Coursework
January 2009 Series 1G	13 January 2009	GCSE Modern Foreign Languages Module 3 (Please note: only available to Method 1 private candidates)
	27 January 2009	GCSE Modern Foreign Languages Module 1 (Please note: only available to Method 1 private candidates)
June 2009 Series 6G	7 May 2009	GCSE Coursework
June 2009 Series 6A	15 May 2009	GCE Coursework except Art and Design (see below)
	31 May 2009	GCE Art and Design Coursework (Please note: only available to Method 1 private candidates)



Coursework entries will not be accepted after the deadline for the submission of coursework. It is your responsibility to ensure that your coursework is available for assessment on time.

F5 The arrangements for the authentication and assessment of coursework will vary according to the **method** (see paragraph E10) that you are following. These arrangements are explained below and overleaf:

Method 1 – Studying at the centre of entry

- F6** It is expected that the teacher responsible for the class will supervise, authenticate and, unless you are entered for an externally-assessed coursework component, assess your coursework. You will be required to complete the standard subject-specific *Candidate Record Form* (CRF) which must be attached to the front of your work. Failure to provide a signed *Candidate Record Form* will result in a mark of zero being issued for the component. Your teacher will submit your coursework to AQA.

Before making your entry, you should complete Sections 1, 2, 3(1), 5 and 6 of each *Private Candidate Coursework Information Form* for the subject entries for which you wish to submit new coursework. Section 4 does not need to be completed for this method.

At the time of making your entry, you should give the completed *Private Candidate Coursework Information Form(s)* to the Examinations Officer of your accommodating centre, who should also sign Section 3(1) of each form and forward the form(s) to AQA.

Method 2 – Studying through an accredited correspondence college

- F7** Throughout your course your tutor will maintain contact with you. Your tutor will authenticate and, unless you are entered for an externally-assessed coursework component, assess your work.

You must complete either a subject-specific *Candidate Record Form* (CRF) for centre-assessed work, or a *Private Candidate Record Form* which must be attached to the front of your work. Failure to provide a signed record form will result in a mark of zero being issued for the component. The work should then be forwarded, by the correspondence college, along with all appropriate documentation, to your AQA moderator for review.

Before making your entry, you should complete Sections 1, 2, 3(2), 4, 5 and 6 of each *Private Candidate Coursework Information Form* for the subject entries for which you wish to submit new coursework. You must provide your tutor's details in Section 4.

At the time of making your entry, you should give the completed *Private Candidate Coursework Information Form(s)* to the Examinations Officer of your accommodating centre who will forward the forms to AQA.

Please note:

Candidates studying PYA6 through the NEC should enter for this unit via the NEC as they are approved to make entries for this unit.

Method 3 – Studying independently

- F8** For candidates who are studying independently (e.g. studying at home, using private tuition or self-tuition), and where the specification allows, AQA is prepared to undertake the marking of coursework for specifications where the coursework would normally be assessed by a centre. You must complete a *Private Candidate Record*

Form to attach to the front of your work. Failure to provide a signed record form will result in a mark of zero being issued for the component.

Before making your entry, you should complete Sections 1, 2, 3(3), 4, 5 and 6 of each *Private Candidate Coursework Information Form* for the subject entries for which you wish to submit new coursework.



You **must** provide your authenticator's details in Section 4 (see paragraphs F9 to F13). AQA will **not** be able to accept coursework from candidates who have not had their coursework supervised for authentication purposes.

At the time of making your entry, you should give the completed *Private Candidate Coursework Information Form(s)* to the Examinations Officer of your accommodating centre who will forward the forms to AQA.

Who can authenticate my coursework?

F9 For each subject entry for which you wish to submit new coursework, you will need to nominate an authenticator.

The authenticator will normally be a tutor/teacher who is in regular contact with you and has supervised sufficient coursework material to be able to confirm that you have undertaken the work submitted for the examination. A relative may **not** act as your authenticator. If you require further information regarding authentication please contact the appropriate coursework department (see paragraph F13).

AQA will conduct checks with authenticators to establish that they have seen sufficient work to satisfy the requirements for authentication. You will be responsible for any fees that your chosen authenticator might charge.



Any coursework submitted that is not authenticated will receive a mark of zero.

How is my coursework authenticated and assessed?

F10 Your authenticator should initial each page of the final version of each separate piece of coursework to confirm that it is your own work. You will also need to ensure Section 4 of the *Private Candidate Coursework Information Form* is completed with your authenticator's details.

F11 Once your entry has been accepted, you should complete a separate *Private Candidate Record Form* for each piece of coursework and return it, together with your completed coursework, to the Examinations Officer at your accommodating centre. The Examinations Officer will then forward your coursework to the moderator appointed by AQA.

A copy of the *Private Candidate Record Form* is included in the Appendix at the back of this booklet. Copies are also available from the AQA Website.



You may be required to attend, at your own expense, on a date and at a venue specified by AQA, an interview with a moderator appointed by AQA to discuss your work. Local interviews cannot be guaranteed.

**GCSE English B (Mature) External (3703X) June 2009 Series G
Assessment of the Speaking and Listening (En1) coursework element**

- F12** Candidates are required to attend, at their own expense, an external oral examination at a regional venue and on a date determined by AQA. For further details candidates must refer to the *Entry Information for Private Candidates GCSE All Series 2008-2009*, or the *Specification B External GCSE English Support Booklet for Private Candidates*. Both documents are available from the AQA Website at the following address, www.aqa.org.uk/admin/p_private.php .

Please note: application forms for the oral examinations must be received at AQA by 21 February 2009.

If you have any problems

- F13** If you have any problems or questions relating to the authentication and assessment of your coursework, please contact the relevant Coursework Processing section at the appropriate AQA office.
- F14** If you have any questions relating to the subject content of your coursework, please contact the relevant Subject Team directly. Please see page 7 for contact details of AQA's offices.

G Information about your written examination

- G1** Please read this section carefully. If there is anything you do not understand you should ask the Examinations Officer of your accommodating centre.

Further information regarding the following regulations is available from the JCQ *Warning to Candidates* and *Notice to Candidates*. Copies of these notices will be on display inside and outside the examination room at your accommodating centre and will be available from the JCQ Website (www.jcq.org.uk).

Regulations

- G2** You must be on time for all examinations. If you are late, your work might not be accepted.
- G3** You must not become involved in any unfair or dishonest practice in any part of the examination.

If you try to use any unfair practice or break the rules in any way, you may be disqualified from all your subjects.

The Head of your accommodating centre must report to AQA all cases of irregularity or misconduct connected with the submission of coursework or with occurrences in the examination room.



If AQA is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For serious breaches of the regulations you may also be disqualified from the current examination and debarred from future examinations of all GCE and GCSE awarding bodies. Impersonation of another candidate for examinations is a criminal offence.

- G4** You must **not** take into the examination room any unauthorised materials or equipment (e.g. calculator cases/instruction leaflets, bags, pencil cases, personal stereos, electronic or radio communication devices, **including mobile phones**).
- G5** You must neither talk to nor disturb other candidates once the examination has started.
- G6** For examinations longer than one hour, you are not allowed to leave the examination room until at least one hour after the published starting time. If you are allowed to leave before the end of the examination you will not be allowed to return.

Preliminary material

- G7** Some examinations require the release of preliminary material to candidates in advance of the examination.

For example, the material may comprise guidance notes for candidates' projects or practical assignments, outlines of projects to be completed, source material for case studies, data sheets, etc.

- G8** Details of the examinations that require preliminary material and of the material itself are given in the appropriate *Entry Information for Private Candidates* booklet. Examinations requiring preliminary material are marked ☐.

- G9** Your accommodating centre should forward any preliminary material to you at the appropriate time. However, it is **your** responsibility to ensure that you obtain any preliminary material required for your examination.

If you have not received the required material at the appropriate time, you should contact the Examinations Officer of your accommodating centre.

- G10** Copies of preliminary material will only be sent by AQA to your accommodating centre for forwarding to you. AQA will not supply this material to third parties, e.g. private tutors, or, under normal circumstances, direct to candidates.

What can I do if I have any problems before or during my examinations?

- G11** AQA is prepared at all times to consider Access Arrangements for candidates who suffer from severe physical disabilities or who are disadvantaged by illness. You must make any request for Access Arrangements to the centre at the time of entry. You may be required to provide appropriate evidence to support an application for access arrangements. The evidence requirements and criteria can be found in the JCQ Regulations for Access Arrangements and Special Consideration on the JCQ website www.jcq.org.uk. Where the arrangements involve the resources of the centre, it is their decision on whether they accept your entry.

Examination Series held in:	Access Arrangement	Closing Date
November/December/January	Modified question papers	30 September
November/December/January	All other access arrangements (not modified question papers)	31 October
February/March/April	All arrangements including modified question papers	30 November
May/June	Modified question papers	31 January
May/June	All other arrangements(not modified question papers)	21 February

- G12** Special Consideration may also be given **after** the examination to the work of candidates affected by illness or other handicap. You must make any request for Special Consideration to the centre at the time of the examinations. Requests will not be considered after the publication of results.

- G13** If you feel you may need either Access Arrangements or Special Consideration you should contact the Examinations Officer of the accommodating centre for advice.

Timetable clashes

- G14** You should contact your accommodating centre immediately if you discover that you have two or more examinations at the same time. Alternative arrangements will be made wherever possible.

H Results and Certificates

When are results published?

- H1** Your results will be sent to your accommodating centre to be received by the date shown in the table below. You should make arrangements for your results to be either forwarded to you by the centre or collected by you from the centre. Results will **not** be available from AQA.

What can I do if I am unhappy with my results?

- H2** Details of available post-results services are given in the booklet *Post-Results Services* published, on behalf of all the awarding bodies, by the Joint Council for Qualifications (JCQ). A copy of the booklet can be viewed on, or downloaded from, the JCQ Website at www.jcq.org.uk/qualifications/exam_documents/index.cfm.

Details of AQA's fees for post-results services are given in the circular EAR/02 *Post-Results Fees*, which can be viewed on, or downloaded from, the AQA Website at www.aqa.org.uk/admin/p_results.php. The Examinations Officer of your accommodating centre will also have copies of both the above documents.

If you have any queries about post-results services, you should contact the Candidate Services Department at either the Guildford or Manchester office.

- H3** If you wish to request an Enquiry About Results, you must use the appropriate application form. The Examinations Officer of your accommodating centre will be able to provide copies of the application forms and they are also included in the JCQ *Post-Results Services* booklet (see paragraph H6 also).

All applications for enquiries about results should be sent direct to AQA by the date shown in the table below. All applications must be accompanied by the appropriate fees. Requests are dealt with in order of receipt and will not be accepted after the last dates shown in the table below.

Series Code	Month of Exams	Examinations in Series Available to Private Candidates	Date of Publication of Results	Last Date for Applications for Enquiries About Results
BG08	November 2008	GCSE English A and B GCSE Mathematics B (without Coursework) Modules 1 & 3 (Tiers F & H) GCSE Sciences Objective Test Units and Science A Awards <i>Final re-sit opportunity for:</i> GCSE Mathematics A (with Coursework) (Tiers F & H) and Award GCSE Mathematics B (with Coursework) (Modules 1-5) (Tiers F & H) and Award	15 January 2009	12 February 2009
1A09	January 2009	GCE Units and Awards GCE (New Specifications) AS Units GCSE Sciences Written Paper Units 1, 2 and 3 GCSE Science B Awards GCSE in Applied Subjects Units and Awards	19 March 2009	14 April 2009
1G09	January 2009	GCSE Modern Foreign Language Modules 1 & 3	26 March 2009	23 April 2009
3G09	March 2009	GCSE Mathematics B (without Coursework) Modules 1 & 3 (Tiers F & H) GCSE Sciences Objective Test Units GCSE Science A Awards	20 April 2009	18 May 2009
6A09	June 2009	GCE Units and Awards (<i>AS Final Re-sit Opportunity</i>) Advanced Extension Awards (<i>Final Opportunity</i>) GCE Units and Awards GCE (New Specifications) AS Units and Awards	20 August 2009	20 September 2009
6G09	June 2009	GCSE and GCSE Modular Awards GCSE Modern Foreign Language Modules 2 & 4 GCSE Religious Studies B Modules GCSE Mathematics B (without Coursework) Module 5 (Tiers F&H) GCSE Sciences Centre Assessed Units GCSE in Applied Subjects Awards Level 1 and Level 2 Certificate	27 August 2009	20 September 2009
6V09	June 2009	GCSE Sciences Written Paper Units 1, 2 and 3 GCSE in Applied Subjects	27 August 2009	20 September 2009
6M09	June 2009	GCSE Mathematics B (without Coursework) Modules 1 and 3 (Tiers F & H) GCSE Sciences Objective Test Units	27 August 2009	20 September 2009

Access to Scripts

- H4** Private candidates will be able to request access to their scripts (i.e. work from written papers) if they wish to do so.
- H5** Details of available Access to Scripts services are given in the booklet *Post-Results Services* (see paragraph H2 for further details).

Details of AQA's fees for Access to Scripts services are given in the booklet *RES/INF Publication of Results* for the particular examination series, which is sent to all AQA approved centres with their statements of results. This booklet includes the Access to Scripts procedure and can be viewed on or downloaded from the AQA Website at www.aqa.org.uk/admin/p_results.php#resultspublication.

The Examinations Officer of your accommodating centre will also have copies of both the *Post-Results Services* and *RES/INF Publication of Results* booklets.

If you wish to request an Access to Scripts service, you must use the appropriate application form. The Examinations Officer of your accommodating centre will be able to provide copies of the application forms and they are also included in the *JCQ Post-Results Services* booklet. All applications for Access to Scripts should be sent direct to AQA by the date shown in the table in paragraph H9. All applications must be accompanied by the appropriate fees.

If you have any queries about Access to Scripts, you should contact the Centre and Candidate Support Department (Exams Support Office) at the Publications office.

Priority Photocopies

- H6** Private candidates entered for GCE examinations will be able to request photocopies of scripts for the purpose of deciding whether or not to request an Enquiry About Results (see paragraphs H2 and H3).

Requests for this service must be received by AQA **within eight days of the publication of results**. Photocopies of scripts will then be sent at least 10 days before the closing date for Enquiries About Results to the centre through which your entry was made. You should make arrangements with your centre of entry to collect the scripts.

This service is not available to candidates entered for GCSE examinations.

- H7** Private candidates who request an Enquiry About Results service for either GCE or GCSE examinations can request a photocopy of a re-marked script at the time the Enquiry About Results request is made.
- H8** Private candidates can request the return of their original scripts for general interest or to support future learning. All applications must be made to AQA no later than two weeks after the closing date for enquiries about results. The original scripts will be sent to candidates by AQA no earlier than the last date for Enquiries About Results (see table on page 21).

H9 The table below lists the closing dates for requests for Access to Scripts services:

Series Code	Month of Exams	Examinations in Series Available to Private Candidates	Last Date for Requesting Photocopied Scripts	Last Date for Requesting Original Scripts
BG08	November 2008	GCSE English A and B GCSE Mathematics B (without Coursework) Modules 1 & 3 (Tiers F & H) GCSE Sciences Objective Test Units and Science A Awards <i>Final re-sit opportunity for:</i> GCSE Mathematics A (with Coursework) (Tiers F & H) and Award GCSE Mathematics B (with Coursework) (Modules 1-5) (Tiers F & H) and Award	Not available	28 February 2009
1A09	January 2009	GCE Units and Awards GCE (New Specifications) AS Units GCSE Sciences Written Paper Units 1, 2 and 3 GCSE Science B Awards GCSE in Applied Subjects Units and Awards	21 March 2008	28 April 2009
			Not available	
1G09	January 2009	GCSE Modern Foreign Language Modules 1 & 3	Not available	Not available
3G09	March 2009	GCSE Mathematics B (without Coursework) Modules 1 & 3 (Tiers F & H) GCSE Sciences Objective Test Units GCSE Science A Awards	Not available	2 June 2009
6A09	June 2009	GCE Units and Awards (<i>AS Final Re-sit Opportunity</i>) Advanced Extension Awards (<i>Final Opportunity</i>) GCE Units and Awards GCE (New Specifications) AS Units and Awards	28 August 2009	4 October 2009
6G09	June 2009	GCSE and GCSE Modular Awards GCSE Modern Foreign Language Modules 2 & 4 GCSE Religious Studies B Modules GCSE Mathematics B (without Coursework) Module 5 (Tiers F & H) GCSE Sciences Centre Assessed Units GCSE in Applied Subjects Awards Level 1 and Level 2 Certificate	Not available	4 October 2009
6V09	June 2009	GCSE Sciences Written Paper Units 1, 2 and 3 GCSE in Applied Subjects	Not available	4 October 2009
6M09	June 2009	GCSE Mathematics B (without Coursework) Modules 1 & 3 (Tiers F & H) GCSE Sciences Objective Test Units	Not available	4 October 2009

Certificates

H10 Certificates will be issued to all candidates who achieved a Pass in the Level 1 or 2 Certificate, gained a subject award of Grade G or higher at GCSE, Grade E or higher at GCE AS or Advanced, and at Merit or Distinction for Advanced Extension Awards. Certificates are not produced for Unclassified (U) grades.

In GCSE modular, GCSE in Applied Subjects and all GCE specifications, you are reminded of the need to enter for the overall subject award as well as any module/unit tests (see the individual *Entry Information for Private Candidates* booklets).

Candidates who do not enter for the subject award will not receive a certificate.

H11 Certificates will be sent to accommodating centres after the appropriate closing date for Enquiries About Results. You should ensure that you make arrangements with the Examinations Officer for your certificate to be either collected by you from the centre or forwarded to you, in which case you should ensure that you inform your accommodating centre immediately of any change of address.

I Fees

What are the fees for the 2008/2009 examinations?

- I1 AQA's examination fees for 2008/2009 are as listed below. A copy of the full fees schedule *2009 Entry Fees and Other Charges* is available on the AQA Website at www.aqa.org.uk/admin/library.php. See paragraphs I2 to I4 for an explanation of Late Entry, Amendment and Very Late Entry fees.

GCE AS/A2 Examinations

Outgoing Specification AS and Advanced	Entry £:p	Late Entry £:p	Amendment £:p	Very Late Entry £:p
Six unit schemes – AS Units (fee per unit)	13.00	6.50	6.50	13.00
A2 Units (fee per unit)	13.00	6.50	6.50	13.00
Two unit schemes – AS Units (fee per unit)	39.00	19.50	19.50	39.00
A2 Units (fee per unit)	39.00	19.50	19.50	39.00
Advanced Extension Award (<i>Final Opportunity</i>)	39.00	19.50	19.50	39.00

New Specification GCE AS	Entry £:p	Late Entry £:p	Amendment £:p	Very Late Entry £:p
Six unit schemes – AS Units (fee per unit)	11.20	5.60	5.60	11.20
Four unit scheme – A2 Units (fee per unit)	16.80	8.40	8.40	16.80
Two unit schemes – AS Units (fee per unit)	33.60	16.80	16.80	33.60

Subject award

No entry fee or late fees are charged for subject award entries made in the entry period or in the four week period immediately following the publication of results i.e. up to the closing date for Enquiries About Results (EARs).

Very late awards (aggregations)

After the closing date for EARs, requests for very late awards (aggregations) will be considered on an exceptional basis only, but those granted will incur a fee of £35.90 for each subject award to be aggregated (see the *Entry Information for Private Candidates GCE AS/A2 Advanced Extension Awards January and June 2009*).

Please also refer to paragraph B17 of the *Entry Information for Private Candidates GCE AS/A2 and Advanced Extension Awards January and June 2009*.

GCSE Linear (Non-Modular) Examinations – November 2008

	Entry £:p	Late Entry £:p	Amendment £:p	Very Late Entry £:p
Single Award	25.00	25.00	25.00	37.50
Mathematics A (External)	33.00	33.00	33.00	49.50

GCSE Linear (Non-Modular) Examinations – June 2009

	Entry £:p	Late Entry £:p	Amendment £:p	Very Late Entry £:p
Single Award	25.00	25.00	25.00	37.50
Mathematics A (External)	33.00	33.00	33.00	49.50
English B: Mature (External)	50.00	50.00	50.00	75.00
English Literature B (External)	33.00	33.00	33.00	49.50
Short Courses	17.35	17.35	17.35	26.05

GCSE in Applied Subjects

There are no charges for the overall subject awards for AQA GCSE in Applied Subjects specifications.

	Entry £:p	Late Entry £:p	Amendment £:p	Very Late Entry £:p
Applied Science Unit 2	14.90	14.90	14.90	22.35
Additional Applied Science Unit 2	9.85	9.85	9.85	14.75
All other subjects - Fee per unit	16.70	16.70	16.70	25.05

GCSE Modular Examinations

Fees listed are per module test available at each examination series.

There are no charges for the subject awards for AQA GCSE Modular Mathematics Specification B (including the Two-Tier Specification), Modular Sciences, and Modular French, German and Spanish Specification B.

GCSE Mathematics Modules (2-Tier Specification with Coursework)	Entry £:p	Late Entry £:p	Amendment £:p
Modules 1, 2, 3 and 4	5.00	5.00	5.00
Module 2 (External)	9.00	9.00	9.00
Module 4 (External)	9.00	9.00	9.00
Module 5	8.60	8.60	8.60

GCSE Mathematics Modules (2-Tier Specification without Coursework)	Entry £:p	Late Entry £:p	Amendment £:p
Modules 1 and 3	6.25	6.25	6.25
Module 5	12.50	12.50	12.50

GCSE Sciences including Science A, Science B, Additional Science, Biology, Chemistry and Physics	Entry £:p	Late Entry £:p	Amendment £:p
Objective Tests	3.25	3.25	3.25
Written papers	6.50	6.50	6.50
Centre-assessed unit	5.50	5.50	5.50

GCSE French, German and Spanish Modules	Entry £:p	Late Entry £:p	Amendment £:p
Modules 1, 2 and 3	7.25	7.25	7.25
Module 4	14.50	14.50	14.50

GCSE Religious Studies Specification B

There is no charge for entry to the individual module tests. When private candidates apply for an award for either the short course or the full course they will be charged the standard GCSE linear entry fees (£17.35 for the short course and £25.00 for the full course). If candidates wish to “top-up” a short course award to a full course award, then they will be charged the full GCSE linear award fee **in addition** to the short course award fee already charged.

Late Entry, Amendment and Very Late Entry fees for Religious Studies B awards will be payable in line with those for GCSE Linear (Non-Modular) Examinations on the previous page.

Level 1 and 2 Certificate

	Entry £:p	Late Entry £:p	Amendment £:p	Very Late Entry £:p
Entry	17.35	17.35	17.35	26.05

Entry Closing Dates and Additional Late Entry Fees

- 12 The table below shows the entry closing dates for each examination series and when any additional charges will apply:

Series Code	Month of Exams	Examinations in Series Available to Private Candidates	Entry Closing Date/Late Entry Fees apply after	Very Late Entry Fees and Amendment Fees apply after
BG08	November 2008	GCSE English A and B GCSE Mathematics B (without Coursework) Modules 1 & 3 (Tiers F & H) GCSE Sciences Objective Test Units and Science A Awards Final re-sit opportunity for: GCSE Mathematics A (with Coursework) (Tiers F & H) and Award GCSE Mathematics B (with Coursework) (Modules 1-5) (Tiers F & H) and Award	4 October 2008	25 October 2008*
1A09	January 2009	GCE Units and Awards GCE (New Specifications) AS Units GCSE Sciences Written Paper Units 1, 2 and 3 GCSE Science B Awards GCSE in Applied Subjects Units and Awards	21 October 2008	15 December 2008*
1G09	January 2009	GCSE Modern Foreign Language Modules 1 & 3	21 October 2008	15 December 2008*
3G09	March 2009	GCSE Mathematics B (without Coursework) Modules 1 & 3 (Tiers F & H) GCSE Sciences Objective Test Units GCSE Science A Awards	21 January 2009	21 February 2009*
6A09	June 2009	GCE Units and Awards (AS Final Re-sit Opportunity) Advanced Extension Awards (Final Opportunity) GCE Units and Awards GCE (New Specifications) AS Units and Awards	21 March 2009	21 April 2009
6G09	June 2009	GCSE and GCSE Modular Awards GCSE Modern Foreign Language Modules 2 & 4 GCSE Religious Studies B Modules GCSE Mathematics B (without Coursework) Module 5 (Tiers F & H) GCSE Sciences Centre Assessed Units GCSE in Applied Subjects Awards Level 1 and Level 2 Certificate	21 February 2009	21 April 2009*
6V09	June 2009	GCSE Sciences Written Paper Units 1, 2 and 3 GCSE in Applied Subjects	21 March 2009	21 April 2009
6M09	June 2009	GCSE Mathematics B (without Coursework) Modules 1 & 3 (Tiers F & H) GCSE Sciences Objective Test Units	27 April 2009	16 May 2009*

* The Very Late Entry Fee does not apply to entries for AQA GCSE Module Tests

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- 13** If your initial entry is received after the closing date for entries (column 4 in the previous table) but on or before the date shown for Very Late Entries (column 5), your entry will be accepted only on payment of a Late Entry Fee for each subject/module/unit entry **in addition to the normal Entry Fees**.
- 14** If your initial entry is received by AQA after the date shown for Very Late Entry Fees (column 5), your entry will be accepted only on payment of a Very Late Entry Fee for each subject/module/unit entry **in addition to the normal Entry Fees**.

How do I pay the fees for my entry?

- 15** All fees, including any late entry and amendment fees, or any administration/accommodation fee that might be charged by the centre, must be paid directly to the centre, **not** AQA, at the time of making your entry. Please note that some centres may pay a surcharge for non-electronic entries and this fee will also be passed on to private candidates as part of the centre's administration/accommodation fee.

Can I change or cancel my original entry?

- 16** If you wish to change or cancel your original entry or enter for additional units/modules or subjects, you should inform the Examinations Officer of your accommodating centre as soon as possible. Any request to amend your entry must be accompanied by the appropriate fees (see the tables on pages 24 to 26), which must be paid directly to the centre.

How much does it cost to change my entry?

- 17** Provided that your original entry was received before the closing date, you may, up to and including the deadline for amendments:
- (a) make amendments to your existing entries without additional charge;
 - (b) enter for additional subjects/units/modules on payment of only the appropriate Entry Fee for each additional entry.
- 18** If your original entry was received after the closing date (column 4 of the table on page 26) and was subject to Late Entry Fees, you may, up to and including the deadline for amendments:
- (a) make amendments to your existing entries without additional charge;
 - (b) enter for additional subjects/units/modules on payment of the appropriate Entry Fee and Late Entry Fee for each additional entry.
- 19** A request to transfer your entry from one option, tier, module, unit or specification to another that is submitted to your school/college **after** the Entry Amendment deadline will be charged as follows:
- GCSE**
- (a) If you transfer an entry from one option or tier to another (within the same specification), AQA will charge an Entry Amendment Fee only.
 - (b) If you transfer an entry from GCSE Short Course to GCSE Full Course (or vice versa) where there are components common to both courses, AQA will charge an Entry Amendment Fee only.
 - (c) If you transfer an entry from one module or subject to another (e.g. from GCSE Modular Mathematics Module 1 to Module 3 or from GCSE English to GCSE History), AQA will charge a module or subject Entry Fee (for the new module/subject) **in addition** to the Entry Amendment Fee. A refund will **not** be provided for the original Entry Fee.

GCE

- (a) If you transfer an entry from one option to another within the same unit, AQA will charge an Entry Amendment Fee only (for example, from A Level Economics Unit 4 Coursework (EC4C) to Unit 4 Written (EC4W)).
- (b) If you transfer a unit entry from one specification to another (within the same subject, e.g. from Unit 1 AS Biology A (BYA1) to Unit 1 AS Biology B (BYB1)) AQA will charge an Entry Fee (for the new unit) **in addition** to the Entry Amendment Fee. A refund will **not** be provided for the original Entry Fee.
- (c) If you transfer a unit entry from one subject to another (e.g. from A Level English to A Level History), AQA will charge an Entry Fee (for the new subject) **in addition** to the Entry Amendment Fee. A refund will **not** be provided for the original Entry Fee.

Can I cancel my entry at any time?

- I10** Any request for a withdrawal of an entry for a candidate must be received by AQA (via the Examinations Officer at your centre) no later than 14 days before the publication of results.
- I11** If AQA receives notification that you wish to cancel your entry **on or before the amendment deadline** (column 5 of the table on page 26), the full entry fees will be returned to your centre. No refunds will be made in respect of Late Entry Fees.
- I12** No fees will be refunded for withdrawals made **after the amendment deadline**, unless on medical grounds. In such cases, a **partial** refund of entry fees will be made provided that the request is sent within two weeks of the last examination in the relevant series and includes satisfactory supporting medical evidence (e.g. a Doctor's note). No refunds will be made for Late Entry, Very Late Entry or Amendment Fees.
- I13** No fees will be refunded for absence from the examination on non-medical grounds.

J GCE and GCSE Entry Codes

The entry codes to be used for entering GCE units and subject awards, and GCSE modules, units and subject awards will be available in the following booklets,

Entry Information for Private Candidates GCSE All Series 2008-2009

and

Entry Information for Private Candidates GCE AS/A2 and Advanced Extension Awards January and June 2009.

The list of series is given on page 9 of this booklet with information as to which qualifications are available in each series. The above booklets listing the entry codes by series will be available from the AQA Website at the following address, www.aqa.org.uk/admin/p_private.php and on request from the Manchester office.

If you are unsure as to which series booklet you will require, please contact AQA Entries at AQA's Manchester office for advice (see page 7).

K Summary of Administrative Procedures

The following ten points summarise the main procedures which need to be followed for a private candidate to make an entry, submit their coursework (if appropriate), sit an examination, and receive (and possibly query) their results.

Check each point in turn and use the references in the shaded box underneath each point to help you.

Starting Off

1. Do you know which specification and at which level (e.g. GCSE) you are studying?

a) Is the specification available to private candidates?

If not you will have to choose a specification that is available to private candidates or find a centre willing to enter you as an internal candidate.

b) You may need to contact your Distance Learning Provider or tutor to confirm which specification you are studying.

c) Specifications can be viewed on the AQA Website at www.aqa.org.uk/qual/index.php.

References: 1a) Section B, paragraphs B1 and B3 of this booklet
Entry Information for Private Candidates booklet
Specification

2. Does the specification include coursework? (Check the specification; if the specification has no coursework, go to point 3)

a) Are you carrying forward a coursework mark or submitting new coursework?

b) Do you know what can be submitted as coursework?

If not you will need to check with the relevant subject team.

c) Do you know your 'Method of Study'?

You will need to know this when completing the *Private Candidate Coursework Information Form* (which should be given to the examinations officer when you make your entries).

d) Have you found someone who will authenticate your coursework?

All coursework **must** be authenticated. Any coursework submitted that is not authenticated will receive a mark of zero.

References: 2a) Section E of this booklet, paragraphs E1 to E5
2b) Specification; AQA Offices Section B of this booklet (page 7)
2c) Sections E and F of this booklet, paragraphs E10, F6 to F8;
copy of *Private Candidate Coursework Information Form* in the Appendix of this booklet
2d) Section F of this booklet, paragraphs F9 to F11, F13 and F14

Entering

3. Have you found a centre (i.e. a school or college) willing to make the entry for you?
- You need to make your entry through an AQA-approved centre in the U.K.
 - Use the *Private Candidate Centres* list to find a convenient centre and speak with the centre's Examinations Officer. The list is available on request from AQA Entries at AQA's Manchester office or from the AQA Website at www.aqa.org.uk/admin/p_private.php.
 - Once you have found a centre that is prepared to accept your entries you will need to provide details of your entry as well as identification and, if entering coursework, the *Private Candidate Coursework Information Form(s)*.
 - You need to make your entry by the examination series entry closing date or you will be charged additional fees.
 - It may be necessary for you to provide information regarding any Access Arrangements you may need e.g. Braille or enlarged print question papers.

References: 3a) Section C of this booklet, paragraphs C2 to C6
3b) Section C of this booklet, paragraph C7
3c) Section C of this booklet, paragraph C12; Sections D, E, F and J of this booklet; *Entry Information for Private Candidates* booklet
3d) Section C of this booklet, paragraphs C8 to C11; Section I of this booklet
3e) Section G of this booklet, paragraphs G11 to G13

4. Have you received confirmation of your entry from the accommodating centre?
- Your entry will be confirmed by the centre providing you with a *Candidate Statement of Entry*. This will also confirm the dates of your exams.
 - Once your entry has been confirmed you will need to obtain, where appropriate, any preliminary material.

References: 4a) Section C of this booklet, paragraph C14
4b) Section G of this booklet, paragraphs G7 to G10; *Entry Information for Private Candidates* booklet

5. Have you arranged the payment of your examination fees with your accommodating centre?

If the centre does not receive payment from you they may not allow you to sit your examinations or may refuse to supply the results to you.

Reference: Section C, paragraph C13 and Section I of this booklet

Submitting New Coursework

6. Is your coursework ready for submission? Please note that you should have already handed any completed *Private Candidate Coursework Information Forms* to the accommodating centre's Examinations officer at the time of making your entry – see point 3. (If the specification has no coursework go to point 7).
- Check with the centre when you need to hand over your coursework to them.
 - If you are using Method of Study 1 make sure that you have completed the standard subject-specific *Candidate Record Form*. Your teacher will then submit your marked coursework to an AQA examiner/moderator.
 - If you are using Method of Study 2 or 3 make sure that your authenticator has initialled each page of the final version of your coursework and signed the declaration on the *Private Candidate Record Form*.
 - The completed *Private Candidate Record Form* needs to be attached to the front of your coursework, which will be forwarded to an AQA moderator by your accommodating centre or accredited correspondence college.

References: 6a) Section F of this booklet, paragraph F4
6b) Section F of this booklet, paragraph F6
6c) Section F of this booklet, paragraphs F7 to F11
6d) Copy of *Private Candidate Record Form* in the Appendix of this booklet

Taking your Examinations

7. Do you know where to go to take your examination(s) and when?
- Check where you will be sitting your examination(s) (including any oral or practical exams) with the Examinations Officer at the accommodating centre. Any failure to turn up on time for an examination may result in you not being allowed to sit the examination or your work not being accepted.
 - Check the date and time of your examination(s).
 - Report any timetable clashes to your Examinations Officer.
 - Make sure you understand the regulations for candidates sitting examinations.

References: 7a) Section C of this booklet, paragraph C14
7b) Section B of this booklet, paragraph B5 and your *Candidate Statement of Entry*
7c) Section G of this booklet, paragraph G14
7d) Section G of this booklet, paragraphs G1 to G6 and the *JCQ Warning to Candidates and Notice to Candidates*

Receiving your Results

8. Have you made arrangements to receive your results?
- a) Results will be delivered to your accommodating centre by AQA, but check with the Examinations Officer as to how and where you can collect your results.
 - b) Results will not be available from AQA directly.
 - c) Certificates will be sent later in the year to your accommodating centre.

References: 8a) Section C of this booklet, paragraph C14
8b) Section H of this booklet, paragraph H1
8c) Section H of this booklet, paragraphs H10 and H11

After you have received your Results

9. If you are a GCE AS/A2 candidate, do you need to make any Late Awards?

These requests must be made via the Examinations Officer of the accommodating centre

Reference: Section I of this booklet, paragraph I1

10. Do you want to query your results?
- a) The Examinations Officer of your accommodating centre will be able to provide the necessary documentation for you to do this.
 - b) You can only do this for a limited period after the publication of results date.

Reference: Section H of this booklet

Glossary

A2	The second half of a GCE Advanced level qualification. It can only be claimed once all AS and A2 units have been entered by making an entry for the relevant subject award code.
Absent	If a candidate does not attend an examination they will be recorded as Absent and a mark of zero will be reported for that examination.
Access Arrangements	Previously known as Special Arrangements and applied for by the Examinations Officer when a candidate has particular requirements in order that they may not be disadvantaged in the exam e.g. the candidate may have impaired sight and requires the question paper to be in Braille (see paragraph G11).
Access to Scripts	The process by which candidates can request to see their examination scripts after the publication of results for the particular examination series (see paragraphs H4 to H9).
Advanced Level (A Level)	<p>The Advanced level is normally taken as a 2 year course that is a progression from either GCSE or its equivalent. It is not always necessary, however, to have taken the subject at GCSE or its equivalent in order to take the A level course. The A level is regarded as the main route to higher education and is usually sat by 16 – 19 year olds and must be claimed by using the relevant subject award code.</p> <p>All the units for this qualification can be sat in one year and can be sat in any order, though it is advisable to take them in the order suggested in the specification.</p>
Advanced Subsidiary (AS)	<p>This is a stand alone qualification and is valued as half a full A level qualification. It usually consists of 3 units that contribute 50% to the full A level award and must be claimed using the relevant subject award code. It is normally sat in the first year of an A level course.</p> <p>All the units for this qualification can be sat in one year and can be sat in any order, though it is advisable to take them in the order suggested in the specification.</p>
AEA <i>(Final Opportunity June 2009)</i>	The Advanced Extension Award replaced the Special Paper. It is designed to challenge the most able A level students and should only be entered by those candidates expecting to comfortably achieve grade A in the corresponding A-level (see <i>Entry Information for Private Candidates GCE AS/A2 Advanced Extension Award January and June 2009</i> , Section D).
Aggregation	The summing together of results in modular or unitised courses to produce a final grade.

Amendment	Where an entry is changed, for example the candidate wishes to attempt a different unit or tier, or an entry is added to or withdrawn from a candidate's entry record. Amendments need to be requested via the Examinations Officer of the accommodating centre.
Applied Qualifications	A type of qualification designed to provide a broad education as a foundation both for training leading to employment and for further and higher education. Only certain GCSEs in Applied Subjects (Applied GCSEs) are available to private candidates under certain circumstances (see <i>Entry Information</i> booklet and relevant specification).
AQA	The Assessment and Qualification Alliance. The AQA was formed in 2000 from the merging of the Associated Examining Board (AEB) and the Northern Examinations and Assessment Board (NEAB). It is the largest awarding body in the U.K.
Authentication	The procedure by which it is confirmed that the coursework being submitted is the candidate's own work (see Section F of this booklet).
Authenticator	The person who confirms that the candidate's coursework is the candidate's own work. They are usually the tutor or teacher of the private candidate but must not be related to the candidate (see Section F of this booklet).
Award	The particular qualification received by a candidate who achieves the minimum grade requirement.
Awarding Body	The organisation which produces the specification, sets the examination, assesses candidates and awards certificates. There are several awarding bodies in the U.K. with AQA being the largest. It is the awarding bodies' role to maintain standards.
Candidate	A person who is entered for an examination.
Candidate Record Form (CRF)	A form which must be attached to each piece of coursework to be submitted. This form should only be used by those private candidates studying using Method 1, otherwise the <i>Private Candidate Record Form</i> should be used (see Section F of this booklet).
Carry forward	Where a candidate has received a result for a piece of coursework in a previous examination series and wishes to re-use that mark in a subsequent examination series (see Section E of this booklet).
Centre	Usually a school or college that has met all the requirements to be approved by an awarding body to make examination entries. Candidates wishing to enter an AQA examination must be entered through an AQA-approved centre.

Certificate	The official document produced when a subject award is achieved. Certificates are produced only when the minimum grade or higher is awarded (see Section H of this booklet).
Closing date	The deadline for making entries (see Section C of this booklet), submitting new coursework (Section F of this booklet), or making an enquiry about results (Section H of this booklet).
Component	The constituent part(s) which make up the entry for a subject, unit or module. Some entries will have only one component (e.g. a written exam) whereas others may have more than one (e.g. a written exam and coursework). Please refer to the relevant <i>Entry Information</i> booklet or specification for more detail.
Coursework	This is usually a project or assignment undertaken by the candidate throughout their course of study. Only certain specifications require coursework to be taken (please refer to the relevant specification). Coursework must be submitted by the relevant closing date for marking and must be authenticated (see Section F of this booklet). It is usually marked by the accommodating centre, but where the specification allows AQA will undertake the marking. Please note that the necessary <i>Private Candidate Coursework Information Form</i> and <i>Private Candidate Record Form</i> (or <i>Candidate Record Form</i>) must be completed and returned for each piece of coursework.
Entry	The official notification, via an AQA-approved centre, of the particular units or subjects in which a candidate wishes to be examined in a particular series. Each entry has an entry code which must be used by the centre to inform AQA (see <i>Entry Information</i> booklet for relevant qualification). Entries must be received by the official entry closing date. If an entry is received after this date an additional fee will be charged (see Section I of this booklet). If entering coursework a <i>Private Candidate Coursework Information Form</i> needs to be completed and submitted along with the entries.
Examinations Officer	A member of staff at a centre who is delegated the responsibility of administering any examinations. If you have any queries regarding your entry it is the Examinations Officer who you will need to speak to.
External Candidate	See Private Candidate.
Externally-assessed	This relates to coursework. In certain specifications (e.g. GCSE Mathematics A or GCSE English B (Mature)) it is an option in which candidates are entered and their coursework marked by AQA directly. Where available it is usually the option taken by private candidates.

Fees The charges applied to each entry by a candidate. Additional fees are applied to those entries received after the entry closing date (see Section I of this booklet).

GCE General Certificate of Education. Includes AS and A levels.

GCSE General Certificate of Secondary Education. Normally sat by 15 – 18 year olds, but are available to anyone of any age. It was first examined in 1988 after the merging of GCE ‘O’ Level and CSE.

Grades The level of achievement by a candidate. Grades are awarded for each subject and for each qualification attempted. The range of grades available are as follows:

Qualification	Grade Available
GCSE	A* - G
GCE AS/A2	A - E
AEA	Distinction or Merit

Candidates who fail to achieve the minimum grade in GCSE, GCE AS/A2, and AEA will receive an Unclassified (U) grade.

Late Award The application, made up to 4 weeks after the publication of results date, for a GCE subject award entry. They are requested by candidates who have received their unit results but have not received an overall grade for their subject award.

Linear A type of specification where all examinations are taken at the end of the course. Also referred to as non-modular or end-of-course assessment.

Moderator The person employed by AQA to ensure that all coursework is marked to the same standard. Moderators also directly mark coursework for private candidates in certain specifications and for externally-assessed options.

Modular A type of specification where candidates are examined throughout their course. At the end of the course the results for the modules, which make up the subject award, are summed together (aggregated) to give an overall grade (see specification).

Oral The speaking test undertaken in GCSE English and GCSE and GCE Modern Foreign Languages. Candidates must find a centre which can accommodate them for the speaking test. In the case of GCSE English B (Mature) External Option candidates must inform AQA of the particular oral dates they can attend (see *Entry Information* booklet).

Preliminary Material	The documents released to candidates in advance of their examination. This usually comprises source material for case studies or guidance notes for projects/assignments. Sometimes referred to as pre-release material (see relevant specification and <i>Entry Information</i> booklet).
Private Candidate	A candidate who is entirely responsible for making their own entry for one or more subjects with AQA and who is responsible for paying their own entry fees. They are not usually enrolled at a centre.
Private Candidate Coursework Information Form	The official document which provides information about how coursework has been prepared. A separate form is needed for each subject for which coursework is a component. It must be presented to the Examinations Officer of the accommodating centre when making the entry (see Sections E and F of this booklet).
Private Candidate Identification Form	The official document which must be completed by a private candidate who is not known to the centre and does not possess a current and valid passport or driving licence incorporating a photograph. It must be presented to the Examinations Officer of the accommodating centre when making the entry so that the private candidate's identity can be confirmed at the start of each exam (see Section D of this booklet).
Private Candidate Record Form	A document which must be completed, signed by both the private candidate and the authenticator, and attached to each piece of coursework which the candidate is submitting. It should be used if the candidate is studying using methods 2 or 3 (see Section F of this booklet).
Re-mark	This is one of the Post-Results Services offered by AQA. If a candidate feels that a result for a unit or subject component is not correct, then they can apply for their work to be marked again. This is only possible for a limited time after the publication of results (see Section H of this booklet).
Series	The sessions throughout the academic year when examinations take place. Each series has a code which describes which examinations are being examined and at which time of year (see Section C of this booklet).
Special Consideration	An adjustment to the mark for a candidate who was temporarily ill, injured or indisposed at the time of assessment.
Specification	The document which describes what subject content a candidate might be examined on for a particular qualification. A specification used to be called a syllabus. Specifications are available from the AQA Website via www.aqa.org.uk/qual/index.php .

Syllabus	See Specification.
Tier	This only applies to GCSE and describes the range of grades a candidate can achieve. Foundation tier candidates can achieve a maximum of grade C, but Higher tier candidates can achieve a maximum of A* (see relevant specifications).
UMS	Uniform Mark Scales. These are used to convert 'raw' marks into uniform marks to ensure that all unit marks are standardised. They are used in GCE, modular GCSE, GCSE Mathematics (non-modular) and most GCSE Modern Foreign Languages specifications.
Unclassified	The grade reported for candidates who do not achieve the minimum grade requirement.
Unitised	A type of specification (similar to modular) where candidates are examined throughout the course. At the end of the course the results for the units which make up the subject award are summed together (aggregated) to give an overall grade (see specification).
Withdrawal	The cancellation of a candidate's entry. Withdrawals have to be made as an amendment to entry via the accommodating centre.
X	The mark reported for a candidate who was absent from a particular examination. The UMS mark for 'X' is zero.

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Private Candidate Identification Form

Please read the notes overleaf

This form is to be completed by someone who knows you and who is in one of the following categories:

Head of an educational institution, medical practitioner, minister of religion, magistrate, solicitor, bank manager or your employer.

To be completed by the witness

I certify that I am satisfied that the photograph gives a true likeness of

(Please use block capitals)

and that his/her identity has been established to my satisfaction.

I have authenticated a photograph by endorsing it with my own signature and (if applicable) my official stamp.

Name of Witness:

Profession of Witness:

Address of Witness:

Home Telephone Number of Witness:

(please include the STD code)

Signature of Witness:

GCE/GCSE Examinations Academic Year 2008-2009



Notes on the Private Candidate Identification Form

This form is to be completed by someone who knows you and who is in one of the following categories:

Head of an educational institution, medical practitioner, minister of religion, magistrate, solicitor, bank manager or your employer.

School and College Centres

This form **must** be completed on behalf of candidates who are not known personally to the staff of the accommodating centre and who do not possess a current, valid passport or driving licence with photograph.

You must take the completed *Private Candidate Identification Form*, together with the witnessed photograph, to the centre at which you will be taking the examination. You must give it, and a second passport sized photograph, to the Head or Examinations Officer when you make your entry, so that your identity can be checked before each examination session.

- If you are a private candidate entering a subject with a coursework component you must complete this form
- You must complete a separate form for each subject for which coursework is a component
- You must give this completed form to the Examinations Officer when you make your entry

Examinations Officers: Please ensure that the appropriate sections have been completed and forward to AQA when submitting the entry request

1. Candidate's Personal Details *(Please use block capitals)*

Candidate name: Candidate no:

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Centre name: Centre no:

--	--	--	--	--

Level (e.g. GCSE): Subject: Component code:

Series (November, January, March or June) and Year: *(GO TO 2)*

2. Coursework Details

Do you wish to carry forward coursework marks from a previous examination? *(please ✓)* Yes No *(GO TO 3)*

Previous centre name: Previous centre no:

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Exam taken: Previous subject code: Previous candidate no:

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(GO TO 5)

(e.g. June 2005) *(As shown on results slip)*

3. Method of Study

Please ✓ one of the following boxes to indicate the method of study you are following:

(1) I am a student following a course at an AQA registered centre (e.g. evening class). The centre will authenticate and mark my work* alongside and to the same standard as any internal candidates that are being entered.

** unless entered for externally-assessed coursework component*

Examination Officer's Signature: *(GO TO 5)*

(2) I am a student with an AQA accredited distance-learning organisation

National Extension College (NEC) / Mercers College *(please delete as appropriate)*

Candidate enrolment no: *(GO TO 4)*

(3) I am a student studying independently (e.g. private tuition; self tuition; educated at home)

(GO TO 4)

4. Authenticator Details *(to be completed only if 3(2) or 3(3) have been ticked)*

Your coursework *must* have been supervised for authentication purposes by an approved authenticator. An approved authenticator would normally be your tutor or teacher who has been in regular contact with you and supervised sufficient coursework to be able to confirm that it is solely your work. A relative may *not* act as your authenticator. Please note that it will not be possible to accept work that has not been supervised by an approved authenticator.

I confirm that the coursework that is to be submitted for assessment in the examination named overleaf is being supervised by the person named below who has agreed to authenticate my coursework.

Authenticator's name:

Authenticator's address:

.....

..... Post Code:

Telephone number: Home

Work

Authenticator's Occupation/:

Profession/ Qualification *(e.g. teacher in school, private tutor. etc.)*

Relationship to Candidate:

Arrangements made with authenticator during the completion of your coursework *(please give details)*

.....
.....
.....
.....

(GO TO 5)

5. Candidate's Address

Candidate's name:

Candidate's address:

.....

..... Post Code:

Telephone number: Home

Work

(GO TO 6)

6. Candidate's Declaration

The information contained in this form is true and correct to the best of my knowledge

Candidate's signature Date

Note to Candidate: AQA reserves the right to confirm with the nominated authenticator that the necessary arrangements were made for the authentication of the coursework for the subject named.



Coursework Private Candidate Record Form

Private Candidates Only – 2009

The candidate is to complete all required information in BLOCK CAPITALS and attach it to the coursework, using a separate form for each subject with new coursework to be submitted. The candidate must also complete a *Private Candidate Coursework Information Form* to be passed to the host centre.

Subject:

Level: e.g. GCE AS/A2, GCSE Component Code:

Centre Name: Centre No:

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Candidate Name: Candidate No:

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Sources of advice and information

1. Have you received any help or information from anyone other than your tutor in the production of this work? (Write YES or NO).....
2. If you have answered YES, give details. Continue on a separate sheet if necessary.
.....
.....
3. If you have used any books, information leaflets or other materials (e.g. videos, software packages or information from the Internet) to help you complete this work, you must list these below, unless they are clearly acknowledged in the work itself. Continue on a separate sheet if necessary.
To present material copied from books or other sources without acknowledgement will be regarded as deliberate deception.
.....
.....

NOTICE TO CANDIDATE

The work you submit for assessment must be your own.

If you copy from someone else or allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned.

Declaration by candidate

I have read and understood the **Notice to Candidate** (above). I have produced the attached work without any assistance other than that which is acceptable under the scheme of assessment.

Candidate's signature: Date:

Declaration by Authenticator

I confirm that I have supervised/authenticated the coursework that is being submitted by the above candidate. I confirm that, to the best of my knowledge, the work is entirely the candidate's own and that all help and assistance has been acknowledged.

Signed:..... Name: (Block Capitals)..... Date:.....

Address:.....

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