Terms and Conditions

- Candidates are required to provide the correct 'UCI Number', and 'Entry Codes' required for entering each examination. Failure to do so may result in your final subject grade(s) being nullified and not qualifying for certification.
- If the Candidate does not turn up on the day of the exam, the student will be marked absent, and no refund will be offered.
- It is the responsibility of the candidate to collect their 'Statement of Entry'(Timetable) /Results/Certificate along with the JCQ 'Notice to Candidate' from the examination department beforehand.
- Results and certificates are to be collected in person by the candidate. The Centre will keep the certificate for up to 12 months from the date of issue. Unique Sixth Form has the legal duty to keep uncollected certificates for only one year.
- **For the October & November exam series, the examination timetable together with the confirmation of the statement of entrance shall be made available by the end of October, not earlier. Please visit our website if you're interested in viewing the exam timetable in any series; https://usfl.co.uk/exams-timetable/**
- Exams Officers reserve the right to cancel the exam entry form under certain circumstances.
- Above mentioned fees are only exam fees, there is not include any other services such as practicals, coursework, resources, posting results/certificates, etc.
- Early Exams Entry Bird deadline is -10th January 2026 * Early Bird exam fees are applicable for select subjects; for further information, get in touch with the examinations officer.

- ***Exams Cancellation Policy:***
    - Candidates have the right to cancel their exams under certain circumstances, but they need to cancel the exams before the cancellation deadline. The final cancellation deadline is beforehand the JCQ board amendment deadline. However, CIE cancellation requests must be submitted before the first entry deadline
    - If a candidate registers for any exams with very high late fees or double late fees, the candidate cannot cancel, or defer after registration.
    - During the exam operations time or after sitting for the first or second paper, candidates cannot request the cancellation of their exam entry.
    - **Exams entry cancellation deadline is 15th April 2026 only for JCQ**

- ***Fees Refunds Policy:***

    - After submitting the exam entry form if the candidate wants to cancel entry before the entry deadline, a 10% admin fee will be levied from the refund.

    - If the entry has been registered with the exam board and the candidate then wishes to withdraw the exam entry before their amendment period has passed, a 75% refund is payable. A 25% deduction applies as an admin fee. There is no refund after the amendment period. After the amendment deadline, the candidate will not get any refund fees. For CIE (Cambridge) exam board there will be no refund after the 1st entry deadline.

- ***Others' Policy:***

    - Candidate documents: Candidate's documents, such as ID images, passport copies, and video data are gathered for the submitting exam entry to the education board portal, exams sitting, conducting, and monitoring purposes only.

    - Candidate images are being monitored and recorded for the purpose of preventing exam malpractice and candidate safety. Images may also be used as part of investigations into potential breaches of JCQ and CIE policies and practices, as well as grievances or misconduct of any claims.

    - Candidates with a diagnosed medical condition (including mental health) dyslexia, learning, or physical disability must inform the exam officer upon negotiation. There will be fees applicable for the different services.

    - I consent to have this website store my submitted information so they can respond to my inquiry.

    - All candidates must adhere to the following registration requirements on the day of their exams:

- ***Morning Exams:***
    - Candidates must arrive at the exam centre by 8:00 AM for morning exams for registration.

- ***Afternoon Exams:***
    - Candidates must arrive at the exam centre by 12:30 PM for afternoon exams for Registration and

- ***ID and Materials:***
    - All candidates must bring valid photo ID passport or driving license without ID , not allow to sit exams.
    -

"I hereby confirm that I have read and understood the conditions stated above. I also confirm that the details provided are to my knowledge accurate. I agree to pay amendment charges, should I feel inclined to alter any of the details provided earlier with regards to my child/myself."