

Examination Entry Registration Terms and Conditions

Applicable to private candidates registering examinations with Unique Sixth Form

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| Document owner | Exams Department | Version | 26/27 |
| Contact | exams@uniquesixthform.co.uk | Website | www.usfl.co.uk |

By submitting an examination entry form, the candidate and, where applicable, their parent or guardian confirm that they have read, understood and accepted the following terms and conditions.

1. Candidate Information and Examination Entries

- Candidates must provide accurate personal information, including their full legal name, date of birth, contact details and valid photographic identification.
- Candidates are responsible for providing the correct Unique Candidate Identifier (UCI), awarding body, qualification, subject, entry code, option code, tier and component details for each examination entry.
- Incorrect or incomplete information may result in an incorrect entry, previous results or carried-forward marks not being matched, additional charges, a grade not being issued correctly, or the candidate not qualifying for certification.
- Candidates must check their Statement of Entry carefully and report any error to the Exams Department immediately.
- Amendments requested after submission may be subject to awarding-body charges, late-entry fees and centre administration fees.
- The Exams Officer may reject or cancel an entry where information is incomplete or inaccurate, fees remain unpaid, the centre cannot reasonably accommodate the entry, regulations are not followed, or there are operational, safeguarding or examination-security concerns.

2. Statement of Entry, Timetable and Candidate Notices

- It is the candidate's responsibility to obtain and check their Statement of Entry, examination timetable, JCQ Information for Candidates documents, Notice to Candidates, results and certificates. Candidates must not rely only on reminders sent by email, telephone, text message or social media. Responsibility for attending the correct examination at the correct time remains with the candidate.
- Candidates must check the examination date, reporting time, published start time, subject, paper, awarding body and venue, and report any discrepancy immediately.
- Summer exam Statements of Entry are normally issued by the end of March or the beginning of April for candidates who register between December and mid-March. (AQA Statements of Entry may occasionally be delayed due to the awarding body's processing times)
- Candidates who register after mid-March must inform the Exams Office by email at exams@uniquesixthform.co.uk if they have not received their Statement of Entry by 15 April. Failure to do so may result in delays or issues with their examination entry, for which the exam centre accepts no responsibility.
- Timetables are also published at <https://usfl.co.uk/exams-timetable/>.

3. Examination Fees

- Fees stated on the entry form cover examination entry fees only, unless otherwise confirmed in writing.
- Fees do not automatically include practical examinations, science practical endorsements, coursework or non-examination assessments, speaking tests, controlled assessments, tuition, learning resources, access-arrangement assessments, special invigilation, postage, amendment fees, late-entry fees or other additional services.
- Additional services will be charged separately where applicable.

4. Attendance and Absence

- Candidates must attend every paper and component required for the qualification.
- A candidate who does not attend will be marked absent and no refund will be offered.
- No refund is provided for absence caused by illness, transport problems, forgetting the examination, misreading the timetable, attending the wrong venue, arriving too late or any other personal reason.
- Sitting one paper does not complete the qualification. Candidates remain responsible for attending all required papers and components.

- A candidate seeking special consideration must notify the Exams Officer immediately and provide suitable supporting evidence. Any application remains subject to the awarding body's rules and decision.

5. Arrival and Late-Arrival Rules

- Candidates should arrive at least 30 minutes before the published examination start time.
- Candidates must allow sufficient time for travel, identification checks, storing personal belongings, locating the room and receiving instructions.
- A candidate arriving after the published start time is treated as late and must report immediately to the Exams Officer or an invigilator. The candidate must not enter the examination room without permission.
- A late candidate may be required to complete and sign a Late Arrival Candidate Declaration stating the reason and time of arrival and confirming whether they communicated with anyone or accessed information about the examination.
- A very late candidate may not be allowed to sit the examination. If admitted, the centre may be required to report the circumstances to the awarding body.
- Admission does not guarantee that the awarding body will accept or mark the work, and the centre cannot guarantee the full examination time.
- Traffic, transport disruption, oversleeping, forgetting the examination, attending the wrong venue or misreading the timetable do not automatically entitle the candidate to extra time, a refund, a free resit or transfer to another series.

6. Examination-Room Rules

- Candidates must comply with all instructions from the Exams Officer and invigilators.
- Candidates must bring acceptable identification where required, sit in the allocated seat, remain silent, listen to announcements, raise a hand for assistance, stop writing immediately when instructed and remain seated until dismissed.
- Candidates must not communicate with another candidate, copy or allow copying, disturb others, borrow equipment, open papers early, start before instructed, continue after time is called, leave without permission or remove examination material.

7. Unauthorised Items

- Candidates must not take mobile phones, watches or smartwatches, earphones or AirPods, smart glasses, tablets, smart devices, MP3/4 players, notes, revision cards, unauthorised calculators, calculator covers containing instructions, dictionaries, translators, word lists, glossaries, correction pens, erasable pens or other unauthorised material into the examination room.
- All unauthorised items must be switched off and handed to centre staff or placed in the designated storage area before entry.
- Possession of an unauthorised item is a breach of regulations even where there was no intention to use it.
- Suspected breaches may be reported to the awarding body and may lead to a warning, loss of marks or disqualification from a paper, qualification or other examinations.

8. During the Examination

- Candidates must immediately alert an invigilator if they receive the wrong paper, the paper or on-screen test is in another candidate's name, pages are missing, printing is unclear, approved access arrangements are absent, they feel unwell, or they experience a computer or equipment problem.
- Invigilators cannot explain questions, suggest answers, confirm whether an answer is correct or provide help not permitted by the awarding body.
- Candidates must not use artificial intelligence tools, email, social media, the internet, portable storage devices or unauthorised software during an examination.

9. Leaving the Examination Room

- Candidates must not leave without permission and, where required, must be accompanied by an invigilator.
- A candidate who leaves without permission or supervision may not be allowed to return.
- Candidates must not remove question papers, answer booklets, rough paper, printouts, formula sheets, centre stationery or any other examination material.
- Candidates must not discuss or share confidential examination content online, through messaging applications or with candidates who have not yet taken the examination.

10. Cancellation Policy

- Cancellation requests must be made in a full fill online form before the applicable cancellation or amendment deadline with this link ; <https://usfl.co.uk/exams-entry-cancellation/>
- Deadlines vary by awarding body and series. Candidates should confirm the applicable deadline with the Exams Officer.
- Cambridge International cancellations and refunds are subject to Cambridge deadlines and regulations.
- After the relevant deadline, an entry may not be cancelled, removed, transferred or deferred.
- Entries made using high late fees or very late fees cannot normally be cancelled, transferred or deferred after registration.
- A candidate cannot cancel after the examination series has begun, after sitting any paper or component, or after the awarding-body deadline.
- The centre's standard cancellation deadline is 10 October for autumn examinations and 15 April for summer examinations. For Cambridge International examinations, no cancellations will be accepted after the first entry deadline for either examination series.

11. Refund Policy

- Where cancellation occurs before the entry is submitted to the awarding body, a 10% administration fee will be deducted.
- Where the entry has been submitted but the amendment or withdrawal deadline has not passed, a 75% refund may be payable and a 25% administration fee will be deducted.
- No refund is available after the relevant amendment or withdrawal deadline. For Cambridge International, no refund will normally be available after the first entry deadline.
- No refund is provided where the candidate is absent, arrives too late, is disqualified, withdraws after the deadline, fails to provide required documents, provides incorrect entry information or changes their mind after a non-refundable late entry has been submitted.
- Any refund remains subject to the awarding body refunding the relevant fee to the centre.

12. Results and Certificates

- Results and certificates must normally be collected in person by the candidate and suitable identification may be required.
- Collection by another person requires written authorisation and any identification requested by the centre.
- Candidates are responsible for keeping their contact details and email address up to date. The registration email will be used for examination information, Statements of Entry, results information and certificate collection notices.
- The centre will retain uncollected certificates for up to 12 months after notification that they are available. After that period, they may be securely destroyed in accordance with awarding-body requirements.
- Replacement certificates or certified statements may need to be ordered directly from the awarding body and additional fees may apply.

13. Candidate Documents and Personal Data

- Candidate documents may include identity documents, passport or driving-licence copies, photographs, entry information, access-arrangement evidence, medical evidence, results, video recordings and examination-monitoring records.
- Information may be processed for identification, examination registration, submission to awarding bodies, examination administration, safeguarding, malpractice prevention, investigation, complaints, appeals and legal or regulatory compliance.
- Examination areas may be monitored or recorded for examination security, candidate safety and the prevention or investigation of malpractice.
- Relevant information may be shared with awarding bodies, regulators, inspectors or other authorised organisations where required.
- By submitting the registration form, the candidate consents to the website storing submitted information for processing and responding to the examination-entry request.

14. Medical Conditions and Access Arrangements

- Candidates with a diagnosed medical condition, mental-health condition, dyslexia, learning difficulty, disability or other support need must inform the Exams Officer as early as possible.
- A diagnosis does not automatically guarantee an access arrangement.

- Any arrangement must meet awarding-body or JCQ requirements, be supported by acceptable evidence, be approved before the deadline and reflect the candidate's normal way of working where required.
- Additional fees may apply for assessments, specialist evidence, separate-room invigilation, practical assistance, computer use, readers, scribes or other additional services.
- The centre cannot guarantee an arrangement where the candidate applies late or fails to provide the required evidence.

15. Examination-Day Reporting Times

- Morning examinations: candidates must arrive at the examination centre by 8:00 AM for registration, identity checks, storage of personal belongings and examination-room preparation.
- Afternoon examinations: candidates must arrive at the examination centre by 12:30 PM for registration, identity checks, storage of personal belongings and examination-room preparation.
- Candidates arriving after the required reporting time may be treated as late candidates. Admission is not guaranteed and remains subject to awarding-body regulations and the decision of the Exams Officer.
- Candidates must allow sufficient time for travel delays and must check the date, reporting time, start time, subject, paper and venue shown on their Statement of Entry or timetable.

16. Identification and Required Materials

- All candidates must bring valid photographic identification, such as a passport, driving licence or another form of identification accepted by the centre. The name on the identification must match the examination entry.
- Candidates must also bring their Statement of Entry or examination timetable and all permitted equipment required for the examination, including black ink pens and any subject-specific equipment.
- Where calculators are permitted, candidates must bring an approved calculator, remove any case or cover containing instructions or formulae, and clear any stored information before the examination begins.
- The centre cannot guarantee that spare stationery, calculators or other equipment will be available. Candidates must not borrow equipment from another candidate during the examination.
- Candidates who cannot provide acceptable identification or who refuse reasonable identity or security checks may not be admitted to the examination.

17. Physical Examination Registration Form Submission

- All candidates must submit a completed and signed physical copy of the examination registration form directly to the Exams Officer before the stated deadline.
- An examination entry is not complete until the physical form has been received, checked and accepted by the Exams Department. Payment by bank transfer, cash or any other method does not, by itself, complete or confirm the entry.
- Candidates are responsible for ensuring that the physical form is submitted on time. Forms handed to unauthorised staff, other students, reception without confirmation, or any third party will not be treated as validly submitted.
- The centre is not responsible for forms that are lost, misplaced, delayed or not received because they were submitted incorrectly or handed to an unauthorised person. Candidates should obtain written or email confirmation of receipt from the Exams Department.
- Forms submitted after the normal deadline may attract late-entry and administration charges. If the form is not received by the final cut-off date, the candidate may not be eligible to sit the examination.
- Where payment has been made but the physical form has not been submitted, the candidate will not be regarded as officially registered. The candidate must confirm that both payment and the physical form have been received before the deadline.

18. Open-Book Examinations and Consecutive Examinations

- Candidates requiring authorised materials for an open-book examination must notify the Exams Officer at least 15 calendar days before the examination date and provide full details of the permitted book, text or resource. Unique Sixth Form will not take responsibility for providing you with open-book materials on the day of the exam unless you have given us sufficient notice.
- All open-book materials must comply with the relevant awarding-body regulations and may be inspected before the examination. The centre cannot guarantee that materials will be provided on the examination day where sufficient notice has not been given.
- Candidates must not bring annotated, altered or unauthorised materials unless these are expressly permitted by the awarding body.
- Where a candidate has two examinations scheduled close together, the centre may allow a supervised break of up to 10 minutes

- During a supervised break, the candidate must remain on the premises and under supervision. They must not use a mobile phone or smart device, access the internet, communicate about the examination, or consult notes or revision materials.
- Candidates wishing to eat or drink during the supervised break must bring suitable food and drink in advance. The centre cannot guarantee that candidates will be permitted to leave the premises to make purchases.

19. Clashing Examinations and Other Centre Policies

- Candidates must check their Statement of Entry and timetable for examination clashes and notify the Exams Officer before the relevant awarding body's late-entry deadline.
- Candidates must not assume that a clash will be identified automatically. Where reported in time, the centre will make arrangements in accordance with awarding-body regulations, which may include a change in examination order, supervised isolation or a supervised break.
- During supervised isolation, candidates must remain under centre supervision and must not leave the premises without permission, communicate with anyone, use a phone or smart device, access the internet or social media, or receive information about an examination.
- The centre cannot guarantee that suitable arrangements can be made where a clash is reported after the applicable deadline. Additional supervision or administration fees may apply.
- Candidates must comply with all centre, JCQ, Cambridge International and awarding-body rules relevant to their entry. Suspected breaches, disruptive behaviour, abusive conduct or refusal to follow instructions may result in refusal or cancellation of an entry and may be reported to the awarding body.

20. Candidate Declaration

- I confirm that I have read and understood these Examination Entry Registration Terms and Conditions.
- I confirm that the information and documents I have provided are accurate to the best of my knowledge.
- I understand that I am responsible for checking my Statement of Entry, timetable, subject and option codes, dates, start times and venue.
- I agree to follow all instructions issued by the Exams Officer and invigilators.
- I understand that a breach of examination regulations may be reported to the awarding body and may result in sanctions, loss of marks or disqualification.
- I agree to pay applicable amendment, late-entry, administration or additional-service charges where changes are requested after submission.
- Where I register on behalf of my child, I confirm that I have authority to accept these terms and conditions on their behalf.

By submitting this form, I confirm that I have read, understood and agree to all the terms and conditions stated above.

Please keep a copy of these terms and conditions for your records.