



**SOUTHBOROUGH  
HIGH SCHOOL**

**INFORMATION FOR EXTERNAL CANDIDATES**

**2019 - 2020**

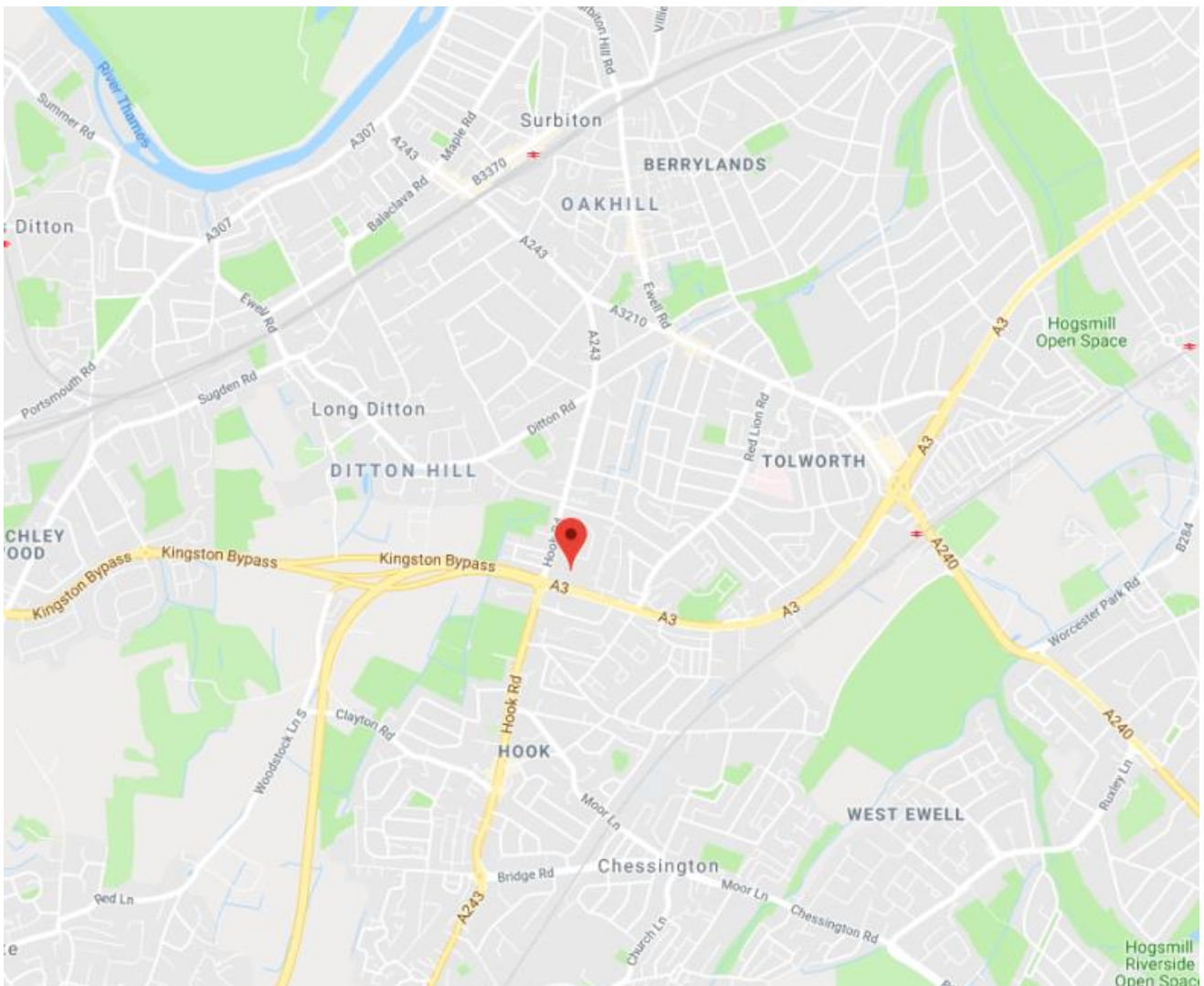
## **Contact details and map**

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Email: [office@southborough.kingston.sch.uk](mailto:office@southborough.kingston.sch.uk)

Examinations Officer: Mrs L. Najeeb

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Email: [Lnajeeb@southborough.kingston.sch.uk](mailto:Lnajeeb@southborough.kingston.sch.uk)



Thank you for your enquiry. Southborough High School is pleased to welcome external candidates for the following written examinations:

- GCSE
- IGCSE
- GCE A/AS LEVEL

Offered by the following exam boards

- Edexcel/Pearson
- AQA
- OCR
- WJEC/EDUQAS
- We are able to offer qualifications that include a NEA (non-examined assessment) or a practical element **ONLY if you are planning to retake these subjects and your coursework can be carried forward for that specification**

**PLEASE NOTE**

**WE ARE UNABLE TO ACCEPT ENTRIES FOR AQA A-LEVEL CHEMISTRY OR AQA A-LEVEL PHYSICS FOR SUMMER 2020**

- Edexcel/Pearson offer a range of subjects at IGCSE level that do not require practical or coursework components. These qualifications are good alternatives for those who study independently or are home-schooled and are generally accepted by UK universities
- We are able to offer modern foreign language qualifications; including speaking tests however **it is the responsibility of the candidate to arrange a suitable person to conduct the speaking component for themselves and ensure they are flexible within the dates/times to complete this**
- If you are currently studying at a Royal Borough of Kingston school, you must have their permission to be entered as an external candidate at our centre
- We are unable to enter students who cannot sit their exam(s) at our centre
- We will not accept any entries scheduled for any half term or other school holidays
- It is the responsibility of all external candidates to check current syllabuses and to know the exact requirements contained therein

## **Fees**

<b>GCSE</b>	<b>IGCSE</b>	<b>AS-LEVEL</b>	<b>A2 -LEVEL</b>
£80	£100	£110	£160

Entries will only be made **after** we have received the appropriate fee

## **Deadlines – Examinations in 2020**

### **PLEASE NOTE THE REVISED EARLIER DEADLINE FOR SUMMER ENTRIES**

Summer exam entries – **Midday, Wednesday 5<sup>th</sup> February 2020**

Please note: I must have received confirmation of your payment and fully, correctly completed application form in advance of these dates to ensure that your exam entry can be made. Please note the earlier deadline for requesting access arrangements, given in Appendix 1.

### **LATE ENTRIES WILL NOT BE ACCEPTED**

To make a payment for examinations or post results services, please use the BACS transfer system. The school does not accept cash, credit cards or cheques

## **Bank details**

Bank: Lloyds Bank plc

Account name: Southborough High School

Sort code: 30 80 33

Account number: 24441860

To confirm payment, please email [cloveday@southborough.kingston.sch.uk](mailto:cloveday@southborough.kingston.sch.uk) giving the candidate name as a reference and also [Lnajeeb@southborough.kingston.sch.uk](mailto:Lnajeeb@southborough.kingston.sch.uk) to let me know that you have paid.

Please note that once your exams have been booked and paid for, no refund will be made. Please also note that if for any reason (including ill health) a candidate is unable to sit an exam we will not be able to make any refunds.

JCQ – Joint Council for Qualifications facilitate and deliver common administrative arrangements for examinations. Please read the following information documents on their website <https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

You are strongly advised to find out the date & time of your exams independently from the relevant exam board website

You must ensure that your exams do not clash with others you take.

### **Guidance for completing External Exam Entry Form**

- Please ensure that the form is correctly filled in as these details will be used to make your exam entry and provide information for your certificate
- \*The UCI is 13 characters long. It starts with the number of your previous centre, then some other digits, then your previous candidate number, then a letter. If you have taken an exam in the UK you will find it on your certificate/ statement of results/or from your previous exam centre. If you cannot find it you should contact your previous centre to ask for it. This is very important. If you are sure you do not have a previous centre then please state this on the form and we will create a UCI for you
- Please provide us with either a landline or mobile phone number

- You will be contacted via email to confirm receipt of your form and be advised to make payment.
- Your exam entry details will be emailed to you. Please ensure that the details are correct and note the dates and times of your exams in your personal diary carefully
- You must bring photographic ID to each exam
- Please arrive at least 15 minutes before the start of the exam. You will be required to present your ID and sign in. Morning exams begin at 9am. Afternoon exams begin at 1.30pm. If you arrive late, you may not be able to sit your exam
- External candidates are responsible for providing all their own equipment needed for their examination. Calculators used must be in line with regulations. No calculator lids. BLACK INK ONLY
- You must not take into the examination room any unauthorised materials or equipment such as mobile phones, mp3 player or other electronic devices
- Watches must be removed and placed on the exam desk
- You may bring a transparent pencil case and water in a clear bottle with all labels removed
- External candidates are responsible for supplying a clean copy of any required pre-release materials. These should be made available to invigilators for inspection
- Exam results can be collected from the school in the morning of official results days. If they are not collected, they will be posted. We are unable to email exam results.
- Certificates can be collected from the school. You will be contacted when they are ready to collect. We are unable to post certificates.
- Please note that the **candidate** must collect results and certificates. If this is not possible, candidates can nominate someone to collect them but must provide a signed form (Appendix 3) This can be scanned and emailed but must be from the **candidate's email address**. The nominated person will be asked to provide photographic ID when collecting results or certificates

*Should you require any further information or help, please do not hesitate to contact me via email or phone*

## Appendix 1

### External Candidates applying for Access arrangements

If you require access arrangements you will need to provide proof to substantiate your request. This is in accordance with rules laid down by JCQ which have to be adhered to by each centre. If we do not follow these then we are guilty of malpractice so do not be offended if we refuse your application because the evidence is missing.

**The deadline for requesting Access Arrangements for summer 2020 examinations is Friday 6<sup>th</sup> December 2019**

The school will need the following:-

- A Form 8 with parts 'A' and 'B' filled in by the SENCO/Tutor (which clearly paints the history/picture of need and previous provision provided)
- Form 8 part 'C' filled in and signed by a specialist Assessor /or a specialist medical report on the condition- (any medical letters need to be on hospital headed notepaper and signed by a consultant and written within the previous 12 - 18months)
- Form 8- Part C must have been completed during the last 24 months and NO earlier
- The Assessor to have filled in their qualifications on the requisite page
- A copy of the Assessors level 7 qualification (certificate)
- Evidence of the impact of the special need on the students work/processing /handwriting (an example or two of marked work showing the need for extra time)
- A complete history of the special need, and what interventions and strategies have been put in place to support the request
- A clear indication of what Access Arrangements are being asked for
- The school will need the original signature of the Assessor as photocopies will not be accepted



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## **EXAMINATIONS PRIVACY POLICY**

**CENTRE NUMBER 14425**

In accordance with the new General Data Protection Regulations we are required to inform you of why, where and how we gather and store any personal information.

You will find this below.

Southborough Exams department is committed to protect and respect your private and personal details. Any information collected will only be used for the purpose it is intended for.

The information supplied by you may be used in the following ways:

1. To register you with the relevant exam board(s)
2. To contact you regarding your entry and/or if there is an issue surrounding the examinations at any stage

We hold your information in the following ways:

1. In a secure lockable filing system
2. On a computer system which is virus and password protected.

By completing the External Candidate Exam Entry Form, you confirm that you agree for us to keep all gathered personal data from yourselves in our possession.



**Results Collection**

Candidate Name: \_\_\_\_\_

Candidate Date of Birth: \_\_\_\_\_

Candidate/Exam Number: \_\_\_\_\_

I give permission for my representative,

\_\_\_\_\_

to collect my exam results on my behalf. I confirm that they will provide photographic ID on collection

Candidate signature:

Date:

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**Certificate Collection**

Candidate Name: \_\_\_\_\_

Candidate Date of Birth: \_\_\_\_\_

Candidate/Exam Number: \_\_\_\_\_

I give permission for my representative,

\_\_\_\_\_

to collect my certificate(s) on my behalf. I confirm that they will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct

Candidate signature:

Date: