



THE BEWDLEY SCHOOL

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PRIVATE CANDIDATE POLICY (EXAMS)

2024/25

Adoption Date:
Person Responsible: Mrs F Wilmot
Review Date:

Source: The Exams Office

Alternative Rooming Arrangements Policy (Exams)

Centre name	The Bewdley School
Centre number	24005
Date policy first created	17/01/2025
Current policy approved by	Mrs F Wilmot
Current policy reviewed by	Mr P Willis
Date of review	
Date of next review	

Key staff involved in the policy

Role	Name
Head of centre	Mrs C McDougall
Senior leader(s)	Mr D Chauhan Mr P Willis Mr D O'Malley
Exams officer	Ms D Bridges
SENCo (or equivalent role)	Mr J Hickman
Other staff (if applicable)	

This policy covers all entries made by The Bewdley School on behalf of private candidates for GCSE and GCE examinations. The Bewdley School will only accept past students from the previous academic year, who wish to improve on examination grades. A list of centres willing to accept entries from private candidates can be found on the JCQ website: (<https://www.jcq.org.uk/private-candidates/>)

Entries will be accepted for the November and summer examination series. All entries must be received and paid for two months prior to the awarding bodies' deadline in the academic year in which entry is requested. The Bewdley School will not accept any entries or amendments after these dates.

Fees

In addition to all published exam entry fees, private candidates will be charged a one-off, non-refundable £40 administration fee. If candidates require separate invigilation there will be an additional charge for the full published duration of the exams irrespective of when a student finishes.

Controlled Assessment and Coursework

The Bewdley School will not be responsible for the preparation or marking of any coursework or controlled assessment components attached to an exam entry. Therefore, private candidates whose entries include a coursework or controlled assessment component must make alternative arrangements.

Oral and Practical Examinations

Candidates will need to make separate arrangements for any oral components (e.g. of a language exam) or practical examinations in relevant subjects.

Access Arrangements

Any private candidates who require Access Arrangements will need to provide the evidence of need as outlined in the JCQ documentation. The school reserves the right to charge an administration fee for the application for any Access Arrangements. Private candidates will also be charged for any additional costs incurred, including, but not limited to personalised invigilation or for support linked to the provision of Access Arrangements as required.

Timetables

Once entries have been processed candidates will receive a statement of entry together with details of timings and venues for the exam(s).

Identification

When private candidates attend an examination, The Bewdley School staff will need to verify their identity. Private candidates will need to show a current and valid passport or driving licence with a photograph as proof of identity. Candidates will need to produce their ID at the beginning of an exam.

If a candidate does not have a valid passport or driving licence with a photograph, they will need to provide:

- a Private Candidate Identification Form (from the appropriate awarding body) will need to be completed and signed by a witness.
- two passport-sized photographs taken within the last 12 months, one of which must be signed on the reverse by a witness.

Results

Private candidates may collect their results from the school on results day. Any results not collected will be posted to the address given by the candidate.

Once accepted as a private candidate at the school, they must provide full contact details to include full name, address, and phone numbers and email address. The full cost of the entry or entries plus the administration fee of £40 must be paid on acceptance of the examination entry in the academic year in which entry is requested.

Entries will not be made to the exam board until payment has been made in full