

# St George's School

	<b>Private Candidate Policy</b>	
	<b>Co-ordinator : Exams Officer</b>	
	<b>Reviewed : Autumn 2025</b>	<b>Next review: Autumn 2026</b>

This policy is reviewed and updated annually to ensure that the private candidate process at St George's School is managed in accordance with current requirements and regulations. Throughout this document the word 'school' may be used interchangeably with 'centre' for JCQ policy purposes.

References in this policy to **GR**, **AARA-PC** and **ICE** refer to the JCQ documents *General Regulations for Approved Centres (GR)*, *An overview of the access arrangements and reasonable adjustments process for accepting private candidates (AARA-PC)* and *Instructions for conducting examinations (ICE)*.

## **Purpose of the policy**

The purpose of this policy is to clearly set out the criteria by which St George's School will evaluate applications for private entries for general qualifications, and the subsequent procedures accepted candidates must adhere to.

## **Application criteria and considerations**

At St George's School, we will evaluate all applications to enter as a private candidate on a case-by-case basis. Considerations will include:

- whether a student is applying as an alumnus or externally
- the specifications the candidate desires to study and whether they would potentially place an additional burden on the school's pre-existing examination timetable
- the administrative demands of the desired specifications
- the access arrangements required
- the quantity of applications for a specification/subject
- the demands that may be placed on the school in terms of additional rooming, invigilation and staff involvement (e.g. as MFL oral examiners)

This is not an exhaustive list and other aspects may be considered.

The school will consider the strongest applications to include:

- Applicants requesting to enter for qualifications that the school already offers and has timetabled examinations in place for
- Current pupils wishing to enter an additional qualification they do not already study, e.g. a

## St George's School

qualification examining their first language, particularly where there is a high level of demand

- Former pupils resitting a qualification

However **all applications will be considered on an individual basis by the school** and cannot be guaranteed to be approved until written confirmation has been received by the applicant from the Exams Office.

The school also **reserves the right to withdraw an offer** to enter a previously approved private candidate if they do not respond to communications from the Exams Office or provide the required payment and photographic identification.

### Processing applications for private candidates

Private candidates should refer to the [school website](#) to find up-to-date information on how to apply to enter as a private candidate, internal and external deadlines and general information on examination timetables, JCQ guidance and centre policies. This policy is revised annually in the autumn term and as such, candidates who contact the school after the point of entry for the previous academic year and before entries for the next will be advised that advice cannot be given nor applications taken until the policy has been finalised for the relevant academic year.

Potential private candidates **must** adhere to all centre deadlines as the centre must have adequate time to process external entries in addition to the centre cohort of internal entries. If a centre deadline is missed, the centre reserves the right to withdraw an application prior to submitting final entries.

Prior to finalising an offer to enter a private candidate, all applicants must visit the school in person to provide photographic identification and have their identity verified by the centre as per JCQ guidelines (GR 5.6). If the centre has any doubt as to an applicant's true identity, the centre has the right to withdraw the application from consideration.

### Access Arrangements

If a private candidate believes they have the necessary evidence or special educational need/disability to request an access arrangement or reasonable adjustments, they must provide this evidence alongside the submission of their application to enter as a private candidate. The centre will review all applications for access arrangements to ensure they are supported by thorough evidence and comply with JCQ regulations. Provided the evidence demonstrates the requested arrangement is the candidate's 'normal way of working,' and the access arrangement can be accommodated by the school, the centre will implement it and ensure all reasonable adjustments are made.

### Fees

St George's School will charge both an examination board entry fee and administrative fee to private candidates, which are reviewed annually. There may also be an additional fee required for invigilation if an examination is the only one timetabled in a session. This additional fee would be required at a later date, following the completion of examination logistical planning in the spring term. Students undertaking a Modern Foreign Language qualification will also be required to pay a fee to cover the

## St George's School

cost of their MFL oral examiner, where the examiner is a member of St George's School staff, and the additional demands of MFL qualification administration. If a third party is acting as a candidate's oral examiner, e.g. for Chinese, they may charge an additional fee at their discretion.

No additional fee will be charged to a private candidate for the provision of reasonable adjustments or access arrangements. If a student chooses to withdraw from a qualification for which they have been entered, the school will retain the total sum of fees paid and may additionally charge a late withdrawal fee at their discretion. An updated list of relevant private candidate fees will be published on the school website annually in the autumn term however these may be subject to change.

### Communication

The primary form of communication the centre will use to engage with any applicants will be email. All potential candidates must be accessible via email and respond to any requests for further information from the school in good time. If the school does not receive any response by clearly stated deadlines and has reason to believe the candidate is no longer accessible via that email address or any other provided form of communication including mobile telephone, the school reserves the right to withdraw the candidate's entry and retain any previously paid fees.

The centre agrees to provide all private candidates with relevant information, in good time, regarding access arrangement requests, special consideration requests, examination timetables and post-results services. Further information regarding special consideration and post-results services, including centre policies, can be found on the [school website](#).

Candidates should be advised that their first point of contact for qualification queries is the centre, and not the awarding bodies, who will refer the candidate back to the centre if contacted. The only exception to this is in exceptional circumstances when an awarding body may communicate directly with a parent or candidate. For example, where the candidate wishes to make a formal complaint and has exhausted the centre's own complaints process.

Private candidates may, however, approach an awarding body regarding the availability of past papers, post-results services and appeals directly.

### Preparation for Private Candidates

It is entirely the candidate's responsibility to ensure that they are fully prepared for the content and format of their exams. St George's School will not be held liable for any lack of preparation for the content and format on the part of students. Private candidates will **not** be invited to sit mock examinations at the school and should make the most of publicly available past examination papers, as authorised by the awarding bodies, as well as specification content in order to ensure they are fully prepared for their exams.