



General Certificate of Education (AS and A Level)

General Certificate of Secondary Education (GCSE)

2016-2017

INFORMATION FOR PRIVATE CANDIDATES

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1. GENERAL INFORMATION

Private candidates are defined as those who pursue a course of study independently but take an examination or assessment at an approved WJEC examination centre (school or college). A private candidate is therefore responsible for making appropriate arrangements with such a centre for their examination entry to be processed. (WJEC will accept private candidates, only **within** the UK).

Private candidates must meet the full requirements of any examination for which they wish to be entered. Details of the requirements for each subject are contained within the subject specification (syllabus), available via the WJEC website (www.wjec.co.uk). It should also be noted that in addition to formal written examinations, some GCE and GCSE subjects involve the assessment of coursework/controlled assessment/non-examination assessment and/or practical components. Further information relating to the assessment of these components can be found in Section 6.

Private candidates will need to find a centre at which to complete all requirements of any examination for which they wish to be entered. It is important that private candidates make these arrangements before starting their studies, because WJEC can only accept entries for candidates who have an arrangement with a centre to accommodate all aspects of an examination, including coursework/controlled assessment/non-examination assessment where appropriate.

Subject Specifications

A specification is available for each subject offered for examination. WJEC examination publications such as specifications, past papers and examiners' reports are available from the WJEC website (www.wjec.co.uk).

GCSE Welsh Second Language

These examinations are suitable for those candidates who learnt Welsh mainly through the Second Language Programme of Study in primary and/or secondary school and who, consequently, have not followed the Welsh First Language programme of study throughout Key Stage 3.

GCE AS / A Level Welsh Second Language

These examinations are suitable for those candidates who followed the Welsh Second Language Programme of Study in Key Stages 3 and 4. Candidates who have sat GCSE Welsh/Welsh Literature (First Language) are not entitled to sit GCE AS / A Level Welsh Second Language.

All candidates for the above Welsh Second Language examinations will therefore be required to complete a separate Welsh Second Language Certification form in order to authenticate the entry.

Contact Details

Should you require any information regarding your entry or assistance, please contact:

James Thomas
Entries Unit
245 Western Avenue
Cardiff
CF5 2YX
Tel: 029 2026 5120
Email: entries@wjec.co.uk

2. SPECIFICATIONS AVAILABLE TO PRIVATE CANDIDATES 2016/7

As the regulation of qualifications in England & Wales diverges, private candidates must be vigilant in selecting an appropriate specification relevant to their location. Please check the website links of the regulators in England (Ofqual) and Wales (Qualifications Wales) to obtain further information about recent GCE/GCSE developments and proposed reforms: www.ofqual.gov.uk / www.qualificationswales.org

Information on legacy resit opportunities can be found in the [Resit Opportunities](#) document on www.wjec.co.uk

Private candidates should be mindful that some specifications involve controlled assessments/non-examination assessment in addition to timetabled examinations. Such assessments may require a greater level of supervision by teachers than was previously required for coursework.

It is important therefore that private candidates will need to find a centre at which to sit the controlled assessment/non-examination assessment. It is important that private candidates make these arrangements before starting their studies, because WJEC can only accept entries for candidates who have an arrangement with a centre to accommodate all aspects of the relevant examination, including controlled assessment/non-examination assessment where appropriate. The type of controlled assessment/non-examination assessment and the length and number of sessions will vary according to the subject.

Specifications that involve controlled assessment/non-examination assessment are not available to private candidates unless they can find a centre willing to supervise, authenticate and mark the controlled assessment.

3. ENTRY ARRANGEMENTS

Private candidates must make all examination arrangements directly with the centre concerned, not with WJEC. The acceptance of entries from private candidates is entirely at the discretion of individual centres, and it is the responsibility of each private candidate to locate a centre that is prepared to make the necessary arrangements.

WJEC does not hold records of the centres that are willing to make arrangements for private candidates. Where a private candidate experiences difficulty in locating such a centre in his/her area, we would advise that the Local Education Authority be contacted for advice.

The centre will need to know:

- Personal details such as full name (as this will appear on your certificate), date of birth, postal address and telephone number. Evidence of your identity will also be required (see Section 5).
- The relevant subject and option codes (as these details will determine the examination papers issued to the centre by WJEC). In most subjects a choice of options is available, and it is imperative that you give the centre precise information as to the specific option(s) for which you wish to be entered.
- By which method private candidates will submit coursework / controlled assessment/non-examination assessment (see Section 6).
- Unique Candidate Identifier (UCI). This is a thirteen digit number that is issued by centres and is used to identify candidates who sit unitised examinations over two or more examination series. If you have been allocated a UCI at a previous examination centre, it is vitally important that you inform the centre of this. If previous UCI details are not supplied, units previously sat will not be available for use when the cash-in grade is awarded.

Centres must submit entries to WJEC by the dates given below. Private candidates must therefore make arrangements with the centre concerned well in advance of this date in order for the centre to process the entry in good time. The centre may be prepared to accept entries after these dates but late fees will be charged.

Level of Examination	Deadline Dates		
	June Series	November Series	January Series
GCSE	21 th February	4 th October	21 st October
GCE A/AS	21 th February		

The centre should notify private candidates of the coursework / controlled assessment/non-examination assessment submission dates and oral/practical test dates where applicable and forward an information sheet 'Notice to Candidates' and a 'Candidate Statement of Entry' slip which will confirm the subjects entered and the dates and times of the examinations.

4. FEES

Where centres agree to make entry arrangements for private candidates, the centre will be invoiced by WJEC for the cost of the entry. The centre will therefore make an equivalent charge to the private candidate **and may, in addition, charge supplementary administration fees.**

Entry fees cannot be transferred from one examination series to another.

If private candidates subsequently withdraw from the examinations any refund of fees is at the discretion of the centres.

5. IDENTIFICATION OF PRIVATE CANDIDATES

When you are taking exams as a private candidate, the centre needs to verify who you are. Private candidates are therefore required to show photographic evidence of identity at each examination.

6. COURSEWORK / CONTROLLED ASSESSMENT/NON-EXAMINATION ASSESSMENT

WJEC is required to ensure that private candidates observe the regulations for preparation and submission of coursework / controlled assessment/non-examination assessment.

N.B. GCSE courses that involve controlled assessment/non-examination assessment are not available to private candidates unless they can find a centre willing to supervise, authenticate and mark the controlled assessments.

There are two possible methods for submitting coursework linked to GCE and GCSE courses:

Method 1 – Internally assessed marks to be carried forward from a previous examination.
GCSE – Regulations allow certain internally assessed work to be carried forward from a previous examination in that specification.
GCE AS/A – There will be no option to carry forward the coursework/practical component mark for any subject.

Method 2 – Work to be assessed and authenticated by the accommodating centre. Private candidates are to be reminded that they must register with a centre and have an agreement with that centre that they will assess any work required for the course.

7. ACCESS ARRANGEMENTS AND SPECIAL CONSIDERATION

In line with other JCQ Awarding Bodies, WJEC is required to permit access arrangements and/or apply special consideration to candidates that qualify for such dispensation(s). This can include allowing eligible candidates (with long term difficulties) access arrangements such as extra time or a reader in examinations, to applying special consideration (enhancing marks/grades post examination) for those candidates deemed to have been temporarily disadvantaged (due to emotional difficulties or illness) whilst taking their examinations. All applications for access arrangements and special consideration must be made by the centre. Private candidates are advised (in all cases) to contact the examinations officer at their centre of entry for advice.

8. EXAMINATION TIMETABLES

WJEC timetable of examinations is available on the 'students' section of the website www.wjec.co.uk.

Please be aware, however, that slight modification of times is authorised at some centres – it is therefore **essential** that you obtain confirmation of the examination arrangements and start times from the centre concerned.

Examination Timetable Clashes

It is the responsibility of the private candidate to inform the centre of any timetable clashes. Where necessary, the centre will then make appropriate alternative arrangements. It should be noted, however, that timetable variations are **not** permitted where an examination clashes with work experience, participation in sporting events, weddings or holidays and **under no circumstances** will a candidate be allowed to take an examination on a day other than that for which it has been timetabled.

9. EXAMINATION RULES AND REGULATIONS

The centre should provide private candidates with a copy of the document 'Notice to Candidates', which contains a full list of the rules and regulations. A summary of some of the more important regulations is provided below.

Please be aware that taking mobile phones into the examination room (regardless of whether the phone is switched on or off) is an infringement of the regulations and may result in disqualification.

In the examination room candidates must not have access to items other than those stated in the examination requirements booklet, available on the WJEC website.

Potential technological/web enabled sources of information such as:

- iPods;
- smart watches;
- mobile phones;
- MP3/4 players; and
- wrist watches which have a data storage device;

are also not permitted.

- (a) Candidates must be on time for all examinations – we would advise that you arrive at least ten minutes before the scheduled start time.
- (b) Candidates must not become involved in any unfair or dishonest practice in any part of the examination. Any candidate using unfair practice or breaking the rules in any way may be disqualified from all examinations.
- (c) Only the materials and equipment allowed for a subject can be taken into the examination room. The taking of any unauthorised material into the room constitutes an infringement of the regulations.
- (d) Once the examination has started, communication with other candidates is not allowed.
- (e) Candidates are not allowed to leave the examination room until one hour after the official published starting time.
- (f) You must write in black ink. Coloured pencils or ink may be used only for diagrams, maps, charts etc. unless the instructions printed on the front of the paper state otherwise.

10. RESULTS AND CERTIFICATES

All students, including private candidates, receive or collect their results and certificates from the centre where they sat their exams. Talk to the examinations officer about what arrangements are in place at your accommodating centre. The WJEC do not issue results to any students.

Examination results will be sent to the centre and will **not** be available directly from WJEC. Private candidates are advised to make arrangements with the centre to either collect results in person or to have them forwarded by post.

GCE AS/Advanced results are sent automatically by WJEC to the Universities and Colleges admissions services (UCAS.) Private candidates who have completed all the units required but have not been entered for the qualification award should speak to the examinations officer who can enter you for the award before closing date of 20th of September. Private candidates who wish to request a late subject award must direct any enquiry to their centre, not to WJEC. Such a request must be made before 20th September (June exam series).

Certificates will be despatched to the centre normally three months after you received your results. The centre will advise on when they will be available. Note, you will not receive a certificate if you have not entered for the subject qualification award or if you have received a Unclassified (U) grade.

11. POST-RESULTS SERVICES

If private candidates have concerns about their examination result and wish to request an 'Enquiry About a Result' or if they wish to request their examination scripts, they should contact the WJEC for the necessary form. The contact details for this service are;

Alyson Harris – alyson.harris@wjec.co.uk
Simon Luxford – simon.luxford@wjec.co.uk

Requests for either of these services should be made as early as possible. The final deadlines for the receipt of enquiries for each examination series in 2017 are listed below:

Examination Series	Deadline Date
November	16 th February 2017
January	11 th April 2017
Summer	21 st September 2017

Enquiries received after these deadlines cannot be accepted.