



**General Certificate of Education (AS and A Level)**

**General Certificate of Secondary Education (GCSE)**

**2019-2020**

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**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 qualification entry to be processed. (WJEC will accept private candidates only **within** the UK).

Private candidates must meet the full requirements of any qualification 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 and Eduqas websites ([www.wjec.co.uk/](http://www.wjec.co.uk/) / <https://www.eduqas.co.uk/>). It should also be noted that in addition to timetabled written examinations, some GCE and GCSE subjects involve the assessment of 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 qualification 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 a qualification, including non-examination assessment where appropriate.

### **Subject Specifications**

A specification is available for each subject. WJEC publications such as specifications, past papers and examiners' reports are available from the WJEC and Eduqas websites ([www.wjec.co.uk / https://www.eduqas.co.uk/](http://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](mailto:entries@wjec.co.uk)

## 2. SPECIFICATIONS AVAILABLE TO PRIVATE CANDIDATES 2019/20

As the regulation of qualifications in England & Wales diverges, private candidates must be vigilant in selecting an appropriate specification relevant to their location.

Candidates entering through a centre in England must follow WJEC Eduqas specifications. Information regarding the available qualifications can be found [here](#).

Candidates entering through a centre in Wales must follow WJEC specifications. Information regarding the available qualifications can be found [here](#).

Designated WJEC Eduqas specifications that are available for teaching and entry in Wales can be found [here](#).

Private candidates should be mindful that some specifications involve non-examination assessment in addition to timetabled examinations. Such assessments require a teacher to supervise, mark and authenticate work.

Therefore, it is important that private candidates find a centre at which non-examination assessment can be sat. It is important that private candidates make these arrangements before starting their studies.

**Specifications that involve non-examination assessment are not available to private candidates unless they can find a centre willing to supervise, authenticate and mark the 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. Information to assist you with the subject and option identification is available [here](#).
- Whether you will need to submit coursework/ controlled assessment/ non- examination assessment or if you wish to carry forward a previous mark (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 qualification 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 <sup>th</sup> February	4 <sup>th</sup> October	21 <sup>st</sup> October
GCE A/AS	21 <sup>th</sup> February		

\*\* Please note that not every qualification and option is available in the November and January sessions.

The centre should notify private candidates of the 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/assessments.

#### 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 a private candidate subsequently withdraws from the examination(s) any refund of fees is at the discretion of the centre.

The WJEC/Eduqas entry fees document for 2019/20 is available [here](#).

#### 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. NON-EXAMINATION ASSESSMENT

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

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

The JCQ 'Information for Candidates' relating to NEA is available [here](#). Private candidates should also be aware of the requirement for centres to inform each candidate with an entry for centre assessed work of the mark(s) awarded and advise them that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. More information is available on the JCQ website [here](#).

If a private candidate is considering carrying forward a result from a non-examination assessment, they should discuss the option with their entering centre.

#### 7. ACCESS ARRANGEMENTS AND SPECIAL CONSIDERATION

In line with other JCQ Awarding Bodies, WJEC permits access arrangements and/or the application of special consideration to candidates that qualify for such arrangements. 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 AND NON-EXAMINATION ASSESSMENT TIMETABLES

WJEC timetable of examinations and assessments is available on the 'students' section of our websites ([www.wjec.co.uk/](http://www.wjec.co.uk/) <https://www.edugas.co.uk/>).

Please be aware 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 that timetable variations are **not** permitted where an examination clashes with work experience, participation in sporting events (below international level), 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. Non-examination assessment must also be taken during the published window.

## 9. EXAMINATION RULES AND REGULATIONS

All examinations must be conducted in accordance with JCQ regulations (see [link](#)).

The centre should provide private candidates with details regarding assessment rules and regulations, including a copy of the JCQ document '[Notice to Candidates](#)', which contains a full list of the JCQ rules and regulations. Please contact the Exams Officer if you have not received instructions relating to examinations and assessments from the centre.

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.

Additional information for candidates including requirements regarding social media, on-screen tests and a privacy notice is published by JCQ, and is available [here](#).

## 10. RESULTS AND CERTIFICATES

All students, including private candidates, receive or collect their results and certificates from the centre where they sat their exams. Please contact the Examinations Officer regarding the arrangements that are in place at your accommodating centre.

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 contact the Examinations Officer who can enter you for the award before the closing date of 20<sup>th</sup> of September (June exam series). Private candidates who wish to request a late subject award must direct any enquiry to their centre, not to WJEC.

Certificates will be despatched to the centre normally within 10 weeks of the issue of results. The centre will advise on when they will be available. Please note, you will not receive a certificate if you have not been entered for the subject qualification award, or if you have received an Unclassified (U) grade.

Guides to results and grade boundaries are available on our websites (<https://www.wjec.co.uk/exam-officers/related-documents.html?category=examOfficers> / <https://www.eduqas.co.uk/students/>)

## 11. POST-RESULTS SERVICES (PRS)

If private candidates have concerns about their examination results and wish to request a clerical re-check, review of marking, review of moderation, or if they wish to request their examination scripts, they should contact their entering centre for advice in the first instance.

Private candidates may also apply directly to WJEC by emailing [PostResultsServices@wjec.co.uk](mailto:PostResultsServices@wjec.co.uk). Please include your centre name and number, and candidate number.

Requests for these services should be made as early as possible. The final deadlines for the receipt of applications for the current examination series can be obtained from the WJEC website - <https://www.wjec.co.uk/students/post-results-services/> in the WJEC Post Results Services Fees and Deadlines document.

Applications received after these deadlines will not be accepted. Further information and contact details regarding post-results services can also be found on our [website](#).

## **12. PRIVACY NOTICE**

WJEC processes personal data in accordance with the General Data Protection Regulations (GDPR).

Our privacy notice is available [here](#).