



**OAK HEIGHTS**  
**Entrance Examination Form**  
**GCE / GCSE**  
**External Candidates**

**PERSONAL DATA**

OFFICE USE ONLY:
Name:
Date:
Candidate no:
Amount:
Paid by cash or cheque
BAC Transfer:
Email confirmation sent:
Exam entry month:
Which Exam Board:

<b>Candidate's Details</b>
1a. Last Name:
1b. First Name:
1c. Middle Name:
<b>UCI Number:</b>

**Current Mailing Address**

2a. Home address:
2b. Post Code:
2c. Country:
2d. Home Tel:
2e. Mobile:
2f. Email Address:
Method of payment:
(If BAC please state transfer date)
Amount

3a. Date of Birth: \_\_\_\_\_ 3b. Country of Birth: \_\_\_\_\_  
Day       Month       Year

4. Sex: Male ( ) Female ( )

5. Status in U.K.: British Citizen ( ) Foreign Citizen ( )

6. Name and address of previous school or school that you have enrolled with:  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Current year in present school: Junior Year \_\_\_\_\_ , Senior Year \_\_\_\_\_  
 Please tick one of the following  
 FINAL YEAR EXAMS \_\_\_\_\_ RESITS \_\_\_\_\_

8. Access Arrangements for Exams Required? Y/N  
 8.a If yes please state your requirements i.e extra time.....  
 8.b Form 8 Completed and attached? Y/N

8. Examination Details :

Names of GCE	GCE /Module Code	Awarding Examination Body	Date of Entry for exam (Series)

Names of GCSE and Tier	GCSE Code	Awarding Examination Body	Date of Entry for exam (Series)

**Subject Award "Cash In" Codes**

If you would like to use all of the units that you are completing at our centre to receive an overall grade, then please enter the subject award code or "Cash-In" code for each particular subject in the box below. If you are sitting some components at this centre, and some at another, then you must chose only ONE centre to "Cash-In" at for each particular subject. **Only your chosen centre will require a "Cash-In" code on your application, and only that centre will receive your overall results on results day.**

Subject Awards (cash in)	AS / A codes	Awarding Examination Body	Date of Entry for exam (Series)

Failure to provide a "Cash-In" code where needed, will mean that you will only receive results for the individual units completed and you will NOT receive an overall grade for that subject. GCSE subjects MUST be cashed in as they have a linear structure. Please use correct codes for any units being carried forward from the previous series.

Please note that late awards will incur a fee.

## **PLEASE NOTE THE FOLLOWING:**

Although much of what is written below is included in the Terms and Conditions of the Centre, we feel it necessary to emphasise particular points to avoid misunderstanding on the candidate's behalf.

Oak Heights School acts as an exam centre to all private candidates. *Only* students who attend the school are entitled to receive teaching, guidance and advice from staff who are employed at the school. It is not the responsibility of any of the staff to provide any form of assistance with regards to examinations, coursework or tuition to private candidates who have applied to sit exams at the centre. It is up to candidates to arrange private tuition or persons who can act as Authenticators for any coursework which must be submitted.

It is crucial for candidates to abide by all relevant deadlines set by the exam centre. If you should hand in coursework late, the exam board reserves the right to refuse marking. Similarly, late entries to take examinations are not always possible.

If a situation should become apparent that a candidate has missed a deadline, Oak Heights cannot be held responsible for any consequences which occur as a result and candidates should contact the exam boards directly.

Any candidates who wish to cash-in any GCSE or A Level modules *must* provide the Examinations Officer at Oak Heights with the necessary cash-in codes. Failure to do so will result in candidates not being able to obtain a certificate of qualification. Please refer to the fourth paragraph, titled *Entries*, for further information.

Prior to sitting the exams, all private candidates are expected to visit the AQA/Edexcel websites, respectively, to find the exam timetables. *All* dates and times of exams will be listed online. It is not the responsibility of the exam centre to provide you with this information and hence, we are not liable for any issues that arise in relation to this matter.

After candidates have been entered for exams, Statement of Entries will be sent out in due course. This is usually done via email unless the centre is provided with a valid reason otherwise. Oak Heights cannot be held responsible for failures in receiving any documents after they have been sent. If you should have reason to seek further clarification on this subject, please contact the centre directly.

## **TERMS and CONDITIONS of CENTRE:**

1. These terms and conditions ("these terms") govern the relationship between oak heights (OH) and the candidate individual (CI) taking one or more examinations through OH. Receipt by OH or a duty completed Examination Entry Form constitutes a binding contract between OH and CI and CI will be deemed to have accepted the Terms.

### **2. Payment**

Once the CI has completed the Examination Entry Form, CI should return it to OH, together with the total fees. The fee charged per examination shall depend on the date on which the examination entry is completed and payment received. We may increase our fees from time to time at our absolute discretion provided that we shall; notify CI

in writing of any increase. In the event of an increase to the fees charged, CI shall have the right, within 14 days of receiving written notification, to withdraw CI examination entry. If CI decides to do so, CI shall be under no obligation to pay the balance of any fees outstanding. However, we shall not be obliged to refund any fees already paid by CI.

### 3. Flunking

For the purpose of this paragraph, 'Flunking' means failure to attend at an examination without having given notice of cancellation to OH. If CI flunk any examinations, CI shall indemnify OH against all damages, costs and expenses suffered or incurred by OH as a result thereof, including (but in no way limited to) room hire fees, invigilator fees, exam entry fees and penalties, and administrative expenses.

### 4. Entries

CI is fully responsible for providing the correct entry codes. Therefore, OH will not be held liable at any time if OH has entered a code wrongly submitted by CI. Furthermore, OH is not responsible for any coursework involved with the subject resp. module CI will be sitting.

### 5. Multiple Entrees

CI agree that CI have not entered for the same examinations through any other agency or exam board and CI acknowledge that if CI have done so, CI risk being disqualified from the examination without any form of refund. We shall not be liable to CI for any losses CI may suffer as a result of being so disqualified.

### 6. Cheating

For the avoidance of doubt, cheating in any examination is strictly forbidden. If CI shall be indulged to have cheated in any examination, CI risks being disqualified from the examination. Furthermore, we reserve the right to exclude CI from any further examinations without being in any way liable to CI.

### 7. Cancellation

CI may withdraw from any one or more examinations after the cancellation date, but in that event CI shall not be entitled to receive any refund of fees paid.

### 8. Date Protection Act

In order to register with OH, CI provides OH with personal data about CI details. We agree that this data is held securely by OH and not passed to any third parties, save as is necessary in connection with CI's examinations.

### 9. Limitation of Liability

Our liability to CI is excluded to the fullest permitted by law and in particular. OH shall not be liable to CI for the withholding of any examination results under these terms however so. By accepting an application from CI to sit any examination, OH are in no way confirming CI's likelihood of success in the examination of obtaining any particular grading. If for any reason one or more examinations have to be

cancelled, OH shall make every effort to arrange an alternative examination for CI within the same center, but in the event that OH are unable to do so, OH's liability to CI shall be limited in any event to the total amount received by OH from CI in respect of the examination or examinations in issue.

I certify that to the best of my knowledge and belief, the information contained in this application is true and correct. I understand the information given may be checked to verify its validity.

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

Signature of candidate individual (CI) \_\_\_\_\_ Date \_\_\_\_\_

We require both:

- Photocopy of Passport or Driving License
- Utility bill or Bank Statement