

## Terms and Conditions

### EXTERNAL (PRIVATE) CANDIDATES

Academic Enrichment Centre is a registered Examinations Centre and accepts External Candidates for many examinations set by:

- AQA
- Cambridge International
- Pearson Edexcel
- OCR
- WJEC

All External Candidates who register for examinations at Academic Enrichment Centre can expect:

- an accurate, efficient service to be provided at all times
- no unnecessary restrictions; for example, you do not need to be studying the same periods of History or the same English Literature texts as our own internal Candidates in order for your application to be accepted
- applications for Access Arrangements (where relevant) to be dealt with tactfully and professionally
- Timetable clashes to be resolved quickly and efficiently
- Timetables to be distributed to students in good time by email
- Statements of Entry to show correct information (subject and personal details)
- all issues relating to cash-in codes to be dealt with efficiently
- to be provided with all necessary materials where it is our responsibility. For example, pre-release material.

### Accuracy of Entry Codes

It is vital that you provide clear unambiguous information regarding the examinations you wish to be entered for. This means correct unit codes and (where relevant) option details. This is especially important in subjects with many different options such as Government and Politics, History and Religious Studies. Please note - if information supplied by prospective Candidates is missing or in any way misleading or ambiguous, the entry will not be accepted.

### Payment

Payment must be made in full at the time of registration. Delayed payments or instalments will not be accepted under any circumstances.

If additional units or subjects are required after the initial registration of entries, these must be paid for in full (inclusive of any late entry fees where relevant) before the initial entries are amended.

We accept following mode of payment:

- Bank Transfer
- Debit Card
- Cash

### Bank Transfer

Account: Academic Enrichment Centre  
Sort Code: 30-94-74  
Account Number: 27816468  
IBAN: GB12 LOYD 3094 7427 8164 68

Please note - refunds **will not be** issued in the event of cancellation under any circumstances. In the event of exceptional circumstances - for example, a period in hospital which prevents the Candidate from taking an examination - half the charges will be deferred to the next available examination session, provided we are supplied with documentary evidence to verify what has happened and is approved by the awarding body.

### Access Arrangements

JCQ (the governing body for exams in the UK), have tightened their regulations on Access Arrangements which makes it harder for Centres to facilitate these arrangements. Ongoing knowledge of the student for evidence of need and normal way of working is now required. This must be gathered over a 12-month period. It is unlikely that Academic Enrichment Centre will be able to assist a candidate applying for 2019 of whom we have no prior knowledge.

Prospective External Candidates must contact the Centre by the January of the preceding year, eg January 2018 for summer 2019 exams.

Prospective External Candidates who require Access Arrangements (extra time, supervised rest breaks, permission to word process an examination, permission to use a bilingual dictionary with extra time) in their examinations should, in the first instance, send an e-mail to **Gill Hesketh** (Examinations Officer) via **exams@aectuition.co.uk** explaining in detail the circumstances justifying the

allocation of extra time. In addition, scanned copies of the following documents **must** be attached:

1. The most recent Educational Psychologist's report for the candidate, including results of all tests.
2. The Joint Council for Qualifications (JCQ) Form 8 which should have been completed by the candidate's previous school or college, as part of their application for additional time in examinations on behalf of the candidate.
3. An example of recent pieces of written work by the candidate, preferably in one of the examination subjects the Candidate is seeking to take at Academic Enrichment Centre.

Once the e-mail has been received, our team will review the documents and then advise as to whether we could assist in the future. A reply will be sent to confirm whether or not we would be prepared to consider undertaking the ongoing monitoring to show normal way of working and evidence of need. Our decision is final and not negotiable. Any requests for Access Arrangements linked to a medical condition must be backed up by a valid, up to date doctor's certificate or hospital letter which describes the circumstances in as much detail as possible and makes clear how the examination performance will be affected by the medical condition and / or side effects caused by drugs prescribed by a medical practitioner.

To facilitate Access Arrangements additional costs may be involved. It is regretted that we cannot guarantee that we will accept every application from External Candidates requiring Access Arrangements. Our decision whether to accept a particular application is final and is non-negotiable.

### Coursework / Speaking and Listening / Practicals

We will consider applications from External Candidates for controlled assessment, non-examination assessment or science practicals. Applications from AS and A-Level Candidates who wish to carry forward coursework marks from previous examination sessions, and who are able to supply valid documentation at the time of entry will be considered.

**What is covered by your examination entry fees?**

When you register as an External Candidate at Academic Enrichment Centre, you will be entered for the correct examinations in the name given in your proof of identity; and we undertake to:

- provide you with your Examination Statement of Entry
- provide you with a timetable of relevant examinations
- solve any centre timetable clashes
- send you any relevant pre-release material at the earliest possible opportunity
- organise all your examinations efficiently
- ensure that your scripts are sent by secure delivery methods to the examination boards
- provide you with your results on the relevant day(s), plus information on post-results services
- provide you with any post-results services you may request once these have been paid for.

**What is NOT covered by your examination entry fees?**

It is NOT our responsibility to recommend textbooks, or to provide you with specifications ("syllabus"), past papers, mark schemes or examiners' reports. These can be downloaded from the appropriate Awarding Body website, [www.aqa.org.uk](http://www.aqa.org.uk), [www.cie.org.uk](http://www.cie.org.uk), [www.edexcel.com](http://www.edexcel.com), [www.ocr.org.uk](http://www.ocr.org.uk) or [www.wjec.co.uk](http://www.wjec.co.uk) or seeking advice from tutors.

**Post Result Services** such as Clerical re-check, Clerical re-check with an ATS copy of re-checked script, Review of marking, Review of marking with an ATS copy of reviewed script, etc. are not covered by examination entry fees.

**Courtesy**

Most people who apply to be External Candidates are friendly and polite. On very rare occasions, we encounter people (in person or on the telephone) who fall short of accepted standards. All applicants should be aware that no centre is obliged to take on an External Candidate and that examination boards will not intervene if a centre refuses to accept an individual as an External Candidate. As with all other examination centres, we reserve the right to refuse to accept

a prospective External Candidate and we are not obliged to give a reason if we decide not to accept an application.

Our decision whether or not to accept an application from an External Candidate is final and non-negotiable.

Prospective External Candidates will be asked to sign a declaration that they have read and understood the above Terms and Conditions before payment is accepted and entries are registered.

Please note that the Examinations Officer may be unable to take telephone calls at certain times. Emails are the best means of contact and will be dealt within 24 hours during term time.

**HOW TO REGISTER FOR EXAMINATIONS AT ACADEMIC ENRICHMENT CENTRE**

Please read our **TERMS AND CONDITIONS** for potential External Candidates **BEFORE** making an application. When you register, you will be asked to sign a declaration to the effect that you have understood the Terms and Conditions, in particular that there will be no refund of entry fees in the event of subsequent cancellation.

Please book an appointment before visiting the Centre. Exams Officer will check the details on the form (correct codes, documentation etc) and will register the entry if everything is in order.

Please bring with you your most recent official Statement(s) of Results. If you have more than one (e.g. one from AQA, one from Edexcel) it is important that you show us all of them, even if they relate to subjects you will not be taking in your future examinations. It is vital that you tell us if you already have a UCI number allocated by another school or college, and provide documentary evidence verifying that UCI number. This is to enable us to check your Unique Candidate Identifier (UCI) and to resolve any associated problems.

Note: if you have never taken a GCSE / IGCSE / AS / A Level examination before (and hence do not have a Statement of Results from a previous examination session), please do not worry - just mention this to the Examination Officer when you come in to register and she will allocate you a UCI number. The same applies to

mature students who last took a public examination ten or more years ago.

When you come in to register for examinations, please bring with you:

1. one passport-sized photograph (or email this through to the Exams Office)
2. photographic evidence of your identity:
  - a. passport showing personal data and photograph
  - b. driving licence showing photograph
  - c. any other photographic proof of identity
3. your most recent examination Statement(s) of Results as explained above
4. Payment in full - please see section on Payment under "Terms and Conditions".