Private Exam Centre

435-437 Cranbrook Road, Ilford, Essex, IG1 4UW

Tel: 0800 772 0256 | E mail: exams@bestgrade.co.uk

FUNCTIONAL SKILLS

Private Candidate Exam Application Form

Candidate Details   Please use Block Capital Letters

First Name

Middle Name(s)

Last Name

Date of Birth   DD/MM/YY   Age

Gender   ☐   Male   ☐   Female   (type x on the box to select)

Home Address

Town   Postcode

Email Address

Mobile Number

Home Telephone

Do you require additional time in exams   ☐   Yes   ☐   No   (type x on the box to select)

If Yes, Do you have a valid medical certificate?   ☐   Yes   ☐   No   (Additional fees may applicable for extra time)

Additional information/Special learning requirements

Please select your preferred exam location

Exam registration details   Exam Location :

	Exam Board	Subject	Level	Preferred Exam Date and Time	Exam Type	Cost
	(Edexcel)	(Maths/English/ICT)	(Level 1/Level 2)	(E.g. Thursday 23rd May 2020 - 13:00)	(Paper / Computer)	
1	Edexcel					
2	Edexcel					

Registration Fee	£	10.00

Do you require a mock exam to check your level before the real exam: (Yes/No)   £   -

Do you wish to purchase a past paper question/answer pack (pdf downloadable):   (Yes/No)   £   -

Our exam preparation past paper packs contains a collection of previous exam papers and answers

Total cost

Do you require tuition / support classes to improve your grades ?   (Yes/No)

We conduct intensive exam support classes at the centre and online. Tuition can be arranged individual basis or as a group

How did you hear about us?

☐ Website ☐ Outside Banner ☐ Google Search ☐ Flyer / Leaflet

☐ Recommended by a friend ☐ Other :

Terms & Conditions

As a private candidate you take full responsibility for filling the exam application accurately, being aware of the conditions and fees on the Exam Application form. You MUST familiarise yourself with the rules of examinations and certification as issued by your exam board(s).

1.Data protection

1.1 Data Protection Act 1998: The information on this form will be held both electronically and as a hard copy for the purposes of student account administration within Bestgrade Limited and affiliated centres only. Data will not be disclosed to any external without your express written consent.

1.2 We work with various affiliated centres and we may forward your details to them for the purpose of exam registrations. We will fill in application forms behalf of you and submit applications adhering their terms and conditions.

2.Document Checklist – To be included with application.

2.1 Photo - Recent photograph of the candidate (Head and shoulder photo). 2.2 Photo ID (can be scanned and emailed back): A valid passport, an expired passport, valid photographic EU identity card, valid photographic driving licence, valid armed forces identity card, valid police warrant card/badge, valid airport employees security identity pass, Citizen Card, valid photographic firearm certificate, valid Government-issued identity card, SMART card, electoral identity card, photographic disabled badge, NUS card photographic (National Union of Students), photographic university/college ID card, company ID card of nationally recognised company (photographic). Council issued bus pass. You are required to bring the Photo ID with you to the exams.

3.Exams and registration 3.1 You are solely responsible for answering all questions in the application form honestly, completely and to the best of your knowledge and also for ensuring that any assumptions are correct. Failure to do so may lead to incorrect exam registrations and not be able to sit for exams.

3.2 Bestgrade Limited T/A Private Exam Centre cannot be held responsible for mistakes in completion of your form. 3.3 You are solely responsible to ensure that any exam or services you purchase meets your needs. We are not responsible for your grades and marking as we only facilitate exams behalf of exam boards.

4.Assess arrangements

4.1 If due to special circumstances, you have previously been given additional time to complete examinations, you must inform us at the time of registration together with supporting documentation. 4.2 All students who require assess arrangements had to complete JCQ Form8 which need to be completed by a Qualified SENCO. 4.3As a private centre, we have limited facilities for access arrangements and private candidates are expected to pay for additional services and additional time.

5.Exam Fees

5.1 Most Fees are displayed clearly on our website. 5.2 - Once the registration form is completed, we will calculate the total payment and we will request you to pay in full. If an instalment plan is agreed, then final payment must be completed on or before the agreed date. 5.3Entries cannot be made until payment is received in full on time. Payment can be made by Bank transfer, card payment or cash. If payment is made by cheque, we will not process your application until funds are fully

6.Statement of Entry/Exam confirmation

6.1 When your registration and payment is processed, a Statement of Entry (Confirmation email) will be sent to the email address given in the application. 6.2 You have to go over the Statement of Entry carefully for any errors and notify us as soon as possible (within 3 days of issue) to resolve any errors. Any changes requested

7. Refunds and cancellations : FUNCTIONAL SKILLS exams are booked OnDemand and not eligible for refunds. Full payment is required before booking and once the exam date is confirmed there will be NO REFUNDS for cancellations. 7.9 We shall not be held liable for cancellations or delays in exams under this contract, hindered by the occurrence of an unforeseeable act or event which is beyond the reasonable control ("Force Majeure Events").

8.Exam regulations – for exam day

8.1Regulations, including those set by the government regulators, require the following: •You must arrive on time. (We cannot accommodate late arrivals.) You must bring your photo identification. •You must bring the correct stationery required. No other items are allowed into the exam room, including bags, mobile phones, headphones etc.•No food or drink is allowed in the building. Only water in clear plastic bottles with no labels or markings is permitted.

8.2We reserve our right to evict a candidate from an exam in the event of breaches to the above, or for any act that disrupt other candidates and staff. Eviction will also apply where a candidate is caught writing on tables or damaging fixtures and furnishings. 8.3There will be NO REFUND of any fees for absent of any exams for any reason.

9.Results day and certificates

9.1Results can be emailed or collected from the centre by candidates free of charge. You must bring your Photo ID for results collections. 9.2When certificates are issued by the exam board, Certificates can be collected free of charge in person after verifying your identity. If you wish certificates to be posted, a charge of £20 applied as administration and recorded delivery cost to post out your certificate(s) within the United Kingdom. However, We do not take responsibility of safe delivery of certificates.

Declaration

I declare this information to be true. I am the candidate or responsible person for the candidate in the photograph/photo ID attached. I understand that any attempt to deceive, plagiarise or attempt any form of malpractice will result in my entries being withdrawn and my papers or coursework sent and reported to the awarding organisations. No refunds will be given in these circumstances. I also consent to my information being held by Bestgrade Limited T/A Private Exam Centre for the purposes of assessments. I also consent to my personal details being shared with the awarding organisations in order to fulfil entry and results requirements. My information can also be shared with third parties where I ask for additional services to be provided. I understand that my information will only ever be shared with awarding organisations or tutors and distance learning providers where appropriate.

Candidate/Responsible Person (Submission) in the event form will be processed arising.

arising.

Signature of Candidate (If candidate is under 18 Parent/Guardian can sign)

Date

| D | D | | M | M | | Y | Y |

Additional information