



# HIGHLANDS COLLEGE EXAMINATION CONDITIONS FOR GSCE, IGCSE & GCE ENTRIES

## Information for Private Candidates

Please note that you are sitting this exam as a private candidate, not as a student of the College. This means the college will not be providing lessons, guidance or support for your studies. This applies whether or not you are a student at the College for another course or exam. In addition while we can offer you accommodation and invigilation for your chosen written exams we are not able to offer the following:-

**We are unable to mark any coursework.**

**We cannot conduct orals.**

**There are no facilities for practical tests to be carried out at the College**

If you are taking exams which include as part of the Subject/Syllabus any of the above you must make your own arrangements as Highlands College will not be held responsible for the non-completion of the Subject/Syllabus due to missing modules. It is the responsibility of the candidate to give the Examinations Office all the correct details of the modules and subject codes when completing your Entry Form, it is not the responsibility of the college to enter you for missing Subject Codes etc.

Please advise us if you are having a private tutor, and when appropriate, you must complete and return all relevant private candidate Exam Board forms with your coursework.

**We cannot accept entry forms if you are having private tuition or will have coursework marked by tutors currently teaching at Highlands College.**

There are various websites that you can visit which can offer home study courses and give advice & support for distance learning, i.e. the National Extension College (<http://www.nec.ac.uk>).

### **Access Arrangements for Private Candidates (e.g. extra time)**

As a private candidate, it your responsibility to notify us of any additional arrangements that you feel you may need for the exam when submitting this form.

There are external rules and deadlines governing when these can be processed, and we are unable to break these. Exam access arrangements require evidence of need as well as evidence of normal way of working. For evidence of need, you may need to provide medical or diagnostic evidence, and/or be assessed by a specialist teacher. Unless you have access arrangements that are in date, and were previously processed by this College, you need to be assessed for this. We are happy to provide these assessments at a cost that covers our overheads.

You will also be required to prove evidence of normal way of working.

If there is insufficient evidence to meet the Joint Council of Qualifications guidelines for this, we will be unable to process your request for special arrangements. Please contact the exams office if you feel you may need access arrangements and we will advise you on deadlines, and next steps.

### **Appeals or Application for Special Consideration**

If after you have received your results and wish to arrange for a Clerical Check/Review of Marking please contact the Examinations Office to arrange a submission with the relevant exam board.

If due to exceptional circumstance you believe may have affected the exam and you wish to appeal please contact the Examinations Office immediately so we can submit an Application for Special Consideration (evidence will be required). Please note there are deadlines for the above, enquire about dates/fees for these services with the Examinations Office.

**Data Protection Statement** –The information you provide will be processed for the purpose of administration, careers, guidance and statistical purposes. To ensure confidentiality and privacy, all processing will be carried out under the requirements of the Data Protection (Jersey) Law 2005. Highlands College has data sharing agreements with other States of Jersey departments. If you would like to know more about these please contact Highlands College on Tel: 608608. Should you require us to seek your individual consent to these disclosures please advise us in writing at the following address:- College Information Services, Highlands College, St Saviour, JE1 1HL.

**Examinations Office, Highlands College, Highlands Lane, St. Saviour, Jersey, JE1 1HL.**

**Tel: 01534 608564/608624      Email: [exams@highlands.ac.uk](mailto:exams@highlands.ac.uk)**

**P.T.O.**