

Private Candidate Application to request a Quotation to take an Examination for a General Qualification (GCSE, IGCSE, AS or A Level)



Homefield Road, Douglas, Isle of Man, IM2 6RB Tel 648200 E-mail: exams@ucm.ac.im

PLEASE NOTE: UCM Exams Office cannot advise you on which qualification to sit or what level is most appropriate to you. If you are uncertain, please look at Awarding Body websites or consider contacting a tutor for guidance.

Name, as it should appear on your exam certificate (you must have Photographic ID to verify this name such as Passport, Driving License or other Government issued documentation with photo and date of birth):-

Date of Birth:-

Telephone Number:-

E-mail Address:-

Address:-

UCI Number (If known):-

Candidate Number (If known):-

Please complete a separate application form for each awarding body and return it to UCM Reception with a £40 deposit per application.

Please complete all the details below for the examinations you wish to sit. There is a maximum of 5 subjects per application form

	Awarding Body	Subject Name/Title	Exam Code	Level	Date of Exam (s)
1					
2					
3					
4					
5					

Do you have any specific needs that will need to be accommodated, within the rules defined by the Exam Board regulations, e.g. access arrangements? Please attach appropriate evidence to support your application.

Deadlines:

PLEASE REQUEST YOUR QUOTE AS EARLY AS POSSIBLE.

JCQ and CIE Examinations June 2023

To request a quotation
19 December 2022

To settle invoice and confirm entry details
13 January 2023

Please note deadlines may change in response to exam needs. We advise you to submit your request as early as possible.

Please check the details you provide are accurate, and are for the correct qualification. You may be asked to pay an additional charge to have your quotation amended if inaccurate information has been provided or you need to change your request.

PLEASE NOTE:

Providing you have completed all the necessary information, your quotation will be issued via email on or before 6 January 2023

Notes for Candidate:

1. Upon receipt of your application and £40 deposit. UCM will review your application and advise whether your request can be accommodated.
2. You will be sent a confirmation with full details and costs of the examination you have requested to sit, less the deposit paid.
3. No examination entry will be made until your completed confirmation form has been returned and all costs have been paid in full
4. You must complete the declaration and return your completed form before the stated deadline or your examination entry may be declined.
5. Awarding Bodies available are: AQA, CIE Cambridge International, OCR, Pearson Edexcel or WJEC Welsh Joint Education Council
6. Levels available are: GCSE, IGCSE, AS Level and A Level. If your request is outside this, please contact the exams office before submitting your request

Further information for candidates:

1. Requests for a quotation must be sent in advance of the deadlines stated and returned completed and paid in full by the UCM entry deadline. No requests for quotations or entries will be accepted after the deadline has passed.
2. Any request for amendments or additions to exam arrangements made after the exam entry has been booked, will incur an additional administration fee.
3. UCM reserves the right to decline any request for a quotation or entry to an examination without cause to prioritise the needs of the staff and students of UCM.
4. Candidates are required to follow the UCM Exams Service Charter and adhere to all rules and regulations set by UCM and the Awarding Body. Any form of abuse or misconduct may result in you being removed from UCM and denied any opportunity to sit further examinations. A copy of the charter is available upon request or from www.ucm.ac.im
5. No refunds will be given once an examination entry has been processed
6. In the event that physical exams are suspended due to events beyond the control of UCM, such as the Covid pandemic, please note that your entry will be withdrawn and you will be refunded. UCM cannot support any alternative process for awarding grades in respect of external private candidates.
7. The deposit paid to request a quotation will be deducted from your exam entry quotation, however please note the deposit is non-refundable and will not be refunded should you decide not to proceed with the examination requested.
8. Refunds will not be given in cases of non-attendance at an examination.

Declaration

By submitting this form I agree that:

The information I have supplied is correct to the best of my knowledge, I agree to abide by UCM's Student & College Agreement, Code of Conduct and ICT User Agreement (which can be found as www.ucm.ac.im) and I understand that any personal data submitted on the application form will be processed for the purposes of education and training administration, including analysis for management and statutory returns.

Any information will be processed by UCM in accordance with the General Data Protection Regulations (GDPR) 2018 and will be disclosed where relevant to third parties for the purposes of education and training and examinations.

Personal data will be kept whilst still relevant to the original purpose for which it was collected and in accordance with the limitation periods enshrined within the GDPR 2018

By ticking this box, I agree with all of the above statements (to be completed in all cases)

Please return to RECEPTION at UCM with £40 deposit

For office use only

Date Request received:

Quote produced and issued date:

Receipt No -