

**AL-BURHAN GRAMMAR SCHOOL**

Spring Road Centre, 258 Spring Road, Tyseley, Birmingham, B11 3DW  
Telephone: 0121 440 5454 Email: exams@alburhan.org.uk

**PRIVATE CANDIDATE ENTRY FORM**

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Gender: M/F Title \_\_\_\_\_ Date Of Birth \_\_\_\_\_ Post Code \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Candidate Number \_\_\_\_\_

Telephone \_\_\_\_\_ UCI Number \_\_\_\_\_

Name of Current School/College \_\_\_\_\_

**Examination Details**

Qualification: GCSE / AS / A2 (Circle As Appropriate)

Exam Session: November / January / June (Circle As Appropriate) Year of Exam Session \_\_\_\_\_

Exam Board	Subject	Unit Codes (Award or Cash-In Codes must be included)			Prices (Internal Use Only)

Please insure all relevant and required information is submitted. Inaccurate completion of the form may result in a delay in Exam Entries. If all details are not provided before the school deadline, then the school cannot be held responsible for any extra costs that the exam boards may apply due to late entries. The school cannot make entries until payment has been made. Please read the relevant material for your examinations on the exam board websites. The school will try to help where possible. Please note we cannot provide additional Access Arrangements for Private Candidates. Signing below is confirmation that you have read and agree to the above rules.

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Internal Use Only (This Section should only be filled in by Al-Burhan School Employees)

Amount Paid: £ \_\_\_\_\_ Payment Type: \_\_\_\_\_ Date of Payment: \_\_\_\_\_ Payment received by: \_\_\_\_\_

Practical Assessment Flag

Candidate Entered:  SoE Sent:

# AL-BURHAN GRAMMAR SCHOOL | PRIVATE CANDIDATE ENTRY FORM | NOTES

Please fill in all details in block capitals.

Every field **MUST** be completed. The exceptions are as follows:

- **UCI:** Comprised of 13 Characters. 12 Digits and 1 Character. For example 201960129999A.  
If you have taken official exams previously, then you **MUST** provide this. You will find it on Entry or Results Statements. If you do not provide one, it will be assumed that you have not taken exams previously and one will be provided.
- **Candidate Number:** 4 Digit Number.
- **Name of current school/college:** Not relevant if you are not in school or college.

## Exam Details

You can find help for filling in the examination details on the school website. Each exam board has its own list of qualifications that it offers. Most of the common subjects are offered by every exam board. You can have a look on the exam board websites for specifications (gives detailed information about a qualification) and past papers. If you are unsure we can provide advice as to which qualifications private candidates usually enter. However the decision regarding which qualifications to enter in is the candidates.

**Unit Codes:** The easiest way to find the unit codes and award codes is to look in the exam board entry code booklets. These are made available on our website on the entries page shortly after they are released by the exam boards.

**Award Codes:** The award codes are required for unit results to be combined and turned into qualifications. They are also listed in the entry code booklets that will be available on the entries page on our website.

**Prices:** These will be sent to you once the completed form is received. In order to provide the best prices for candidates, we give quotes for the specific unit combination requested. This is more beneficial for candidates.

## Entry for Coursework or Practical Assessments

Entry for these is subject to staff availability in that specific year and the conditions placed by the exam board. If you wish to enter for any such assessment please include it on the form when you send it in. We will get back to you with a response.