

# 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 PROCESS

### Quote

In order to get a quote please send us the unit codes for the specific exams you wish to enter. The codes can be found on the exam board websites.

### Entry Form

Once a quote has been received please complete the attached documentation and send it to us.  
A formal ID of the candidate must be made at the school office before the entries can be made.

### Payment Details

**Cash** - The school office is open during term time from 9am till 3.30pm.

**Cheque** - These can be posted or handed in to the school office. Please make payable to 'Al-Burhan Grammar School'.

**Bank Transfer** - You **MUST** email us a screenshot of the bank transfer confirmation. The bank details are as follows.

Account Name Al-Burhan School  
Account No. 00668658  
Sort Code 30-97-76

### Statement of Entry

When the school has received the completed documentation, full payment has been made and formal ID has taken place, then entries will be made. Statements of Entry that will include exam dates will then be emailed to you for checking of all details. If there are any discrepancies at that point, please contact us immediately.

### Further Information

Detailed information (such as entry deadlines) is available on our website.

### Exams Office

Al-Burhan Grammar School

**EXAM CENTRE 20196**

**COMPLETE IN BLOCK  
CAPITALS**

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## PRIVATE CANDIDATE ENTRY FORM

**ALL FIELDS MUST BE COMPLETED**

### SECTION 01

#### Candidate Details

Title	<input type="text"/>	First Name(s)	<input type="text"/>		
Gender	<input type="text"/>	Surname	<input type="text"/>		
Nationality	<input type="text"/>	Date of Birth	<input type="text"/>		
Address	<input type="text"/>				
Email Address	<input type="text"/>			Post Code	<input type="text"/>
Home Number	<input type="text"/>	Mobile Number	<input type="text"/>		

Attach Current  
Passport Size  
Photograph Here

It is the responsibility of the candidate to ensure the school has up-to-date contact details for the candidate.

#### Parent/Guardian Details (If candidate is younger than 18)

Title	<input type="text"/>	Full Name	<input type="text"/>		
Address	<input type="text"/>				
Email Address	<input type="text"/>			Post Code	<input type="text"/>
Relationship to Student	<input type="text"/>				
Home Number	<input type="text"/>	Mobile Number	<input type="text"/>		

#### Exam Details

If you have previously taken any GCSE or A level examinations you will already have a Unique Candidate Identifier (UCI), which is a 12 digit number followed by a letter. You can find your UCI on a previous exam entry statement, certificate or from your previous school or college.

UCI	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Certificate Postage

The school can send the exams certificates to you when we receive them. The delivery is done in hardback A4 Envelopes. The cost is £10. Please tick the following box and include the payment if you wish to use this service.

#### Guidance

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.

**Unit Codes** The unit codes are available on the exam board and school websites.

**Award Codes** The award codes are required for unit results to be combined and turned into qualifications. They are available on the exam board websites.

**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.

## SECTION 02

If you are entering for both GCSE's and A-Levels then please complete 1 copy of this page for GCSE Entries and another for A-Level Entries. Only 1 copy of Section 01 is needed.

### Entries

Qualification  GCSE  AS  A-Level      Exam Session  November  January  Summer      Quote Reference       Year in which Exams are to be taken

Exam Board	Subject	Unit Codes Where relevant, Foundation or Higher must be specified			Award Code	Price

Are you applying to enter any Practical Assessments, Non Exam Assesements or Courseworks?    Yes      No

### Terms & Conditions

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.

### Document Checklist – To be included with application

- ✓ A current passport size photograph.
- ✓ A photocopy of a valid passport or driving license (The original document must be brought to every exam)

### Withdrawing from Exams

You may withdraw from an exam by giving notice in writing or by email from the email address on your form. All fees are non-refundable.

### Declaration

The information on this application form has been provided in good faith and is, to the best of my/our knowledge, accurate. I/we understand the information will be treated confidentially and that I/we are not bound to accept any place for any examination that may be subsequently offered.

Signature       Date

If the candidate is under 18, the parent/guardian must sign.

### Internal Use Only (The section below should only be completed by Al-Burhan School Staff)

Amount Paid  £       Payment Type       Date of Payment       Payment Recieved by

Candidate Entered       SoE Sent

Practical Assessment Flag