

Edexcel
Private Candidate Handbook
2008

GCE, GCSE, AEA and IGCSE



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1 General Information

1.1 About this handbook

This handbook provides guidance to private candidates wishing to enter GCSE, IGCSE and GCE examinations in the May / June 2008 Series.

It is your responsibility to ensure that you are eligible to enter as a private candidate and to prepare the necessary information to complete your examination (s) booking.

1.2 What is a Private Candidate?

A private candidate is someone who is not in full-time attendance at a school, college or similar institution. A private candidate can be:

- A part time student
- Someone studying evening courses
- Someone following a correspondence course
- Someone studying by means of private or self-tuition

A private candidate is solely responsible for entering themselves for their chosen subject(s)/examination(s) and paying their own entry fees.

A private candidate cannot be entered as both an internal and external student in the same examination series.

There are no age restrictions for private candidates wishing to sit examinations provided they are able to meet the criteria of the subject specification.

1.3 Where can I take my examinations?

Any registered Edexcel centre may enter private candidates for their chosen subject(s). As entry is made directly through the centre, all entry forms and correspondence will be issued to you by that centre.

For details of registered centres who may accept private candidates please email for a search request to private.candidate@edexcel.org.uk

1.4 When are the examinations held?

A copy of all Edexcel timetables for 2008 are available on the Edexcel Website at www.edexcel.org.uk.

1.5 Full Time Students

If you attend a school or college on a full time basis you are not normally eligible to enter as a private candidate. If your school or college is unwilling or unable to allow you to sit an examination there, you must obtain the written permission of your school or college before seeking to sit your examination(s) as a private candidate.

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Edexcel cannot intervene on any dispute between candidate and centre.

1.6 Special Requirements

Due to the requirements of the Joint Council for Qualifications (JCQ) and its constituent members in that access arrangements must be made on the basis of a history of need and history of provision, students are advised to contact the Examination Services Team at Edexcel who will be able to offer appropriate advice and guidance to students.

Examination Services
Edexcel
One90 High Holborn
London
WC1V 7BH

Telephone: 020 7190 4455
Email: private.candidate@edexcel.org.uk

1.7 What about Coursework?

It is possible, if the specification allows, to transfer your coursework mark from a previous examination series. Candidates are advised that the following restrictions apply:

- Candidates must have completed the coursework no more than 1 year prior to the date of re-sit.
- Coursework marks may only be carried forward once.

Also, it is possible to complete subjects containing coursework through distance learning organisations. The following organisations provide approved distance learning courses linked to Edexcel and other accredited examination boards for GCSE and GCE specifications:

International Correspondence Schools Ltd
Skypark 5, 1st Floor
45 Finnieston Street
Glasgow G3 8JU
Tel. 0500 30 33 33
www.icslern.co.uk

National Extension College
The Michael Young Centre
Purbeck Road
Cambridge CB2 2HN
Tel. 01223 400350
www.nec.ac.uk

1.8 Subject Specification, Past Papers and Other Publications

All Edexcel past papers are available from our online shop, which can be accessed through www.examzone.co.uk.

Edexcel subject specifications, past papers and other publications may also be ordered through the Edexcel Publications Department by the following means:

- Logging on to the Edexcel Website at www.edexcel.org.uk and following the links to the publications catalogue
- Posting a publications order form to:

Edexcel Publications
Adamsway
Mansfield
NG18 4FN

- Faxing a publications order form to telephone number 01623 450481
- Calling the Publications Department directly on Tel: 01623 467467 or E-mailing: publications@linneydirect.com

We strongly advise all private candidates to obtain a copy of the current Edexcel specification for any subject they wish to study.

Edexcel is only responsible for setting and administering examinations. We are unable to advise you on your method of preparation for them.

We do not have information on establishments running courses. This information is best obtained from your Local Education Authority.

1.9 Overseas Qualifications

The UK National Academic Recognition Information Centre (UK NARIC) provides an advisory service for those who have to relate overseas academic qualifications to qualifications awarded in the U.K. Their address and telephone number is as follows:

UK NARIC
ECCTIS Ltd
Oriol House, Oriol Road
Cheltenham, GL50 1XP
Telephone: +44 (0)871 3307033
Fax: +44(0)871 3307005
e-mail: info@naric.org.uk

2. Preparation for Private Candidates



2.1 What information do I need to make an entry?

You will be required to provide your host centre with the following information to make your private candidate entry.

- Full name, address, post code and date of birth
- Contact telephone number
- Details of the subject(s) for which you wish to enter, including the 4-digit unit code(s), any option code(s) and the 4 digit cash in code(s) where appropriate
- If appropriate, details of any coursework (see section 1.7)
- Your 13 character Unique Candidate Identifier (UCI number) if you have previously been issued with one
- Payment details

Note: If you wish to make an entry through an Edexcel registered centre you will need to contact the centre directly to discuss your arrangements.

2.2 What is a UCI Number and where can I find it?

A UCI number (Unique Candidate Identifier) is a code that makes it possible to identify you from the thousands of students that sit exams each year

You can find your UCI number on the Statement of Results that was issued to you after your previous examination(s) or on the Candidate Statement of Entry issued to you before you took your examination(s). If you do not have this documentation please contact your previous centre, school or college.

2.3 Cashing In

If you wish to receive an overall grade at AS Level or at Advanced Level you must ensure that you quote the cash-in code at the time of registration.

Further guidance on specific cash-in codes is available In the Electronic Information Manual at www.edexcel.org.uk. Place "Information Manual" in the search engine and follow the link to GCE.

2.4 What Specifications are available to me?

A number of Annexes are available with this handbook listing available specifications for GCSE, IGCSE, AEA and GCE. You should note that the following Qualifications are not available; NVQ, BTEC, KeySkills and DiDA.

A full list of specifications and subjects are available at www.edexcel.org.uk in the electronic Information Manual.

If you are unsure if the subject you wish to take is eligible, please email

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private.candidate@edexcel.org.uk and we will let you know.

3. Final Thought!

Some centres do not wish to offer a facility for private candidates due to the additional administrative burden it places upon them. It is always best to seek help from a centre that knows you first and if they cannot help, then look elsewhere.

