**EXAM RE-SIT APPLICATION FORM (NOVEMBER 22 SERIES)**

\*The November series is **only** available for those candidates **who have reached at least the age of 16 on or before 31 August of that calendar year**. This is in accordance with Ofqual’s subject level regulations for [GCSE (9-1) English Language](https://www.gov.uk/government/publications/gcse-9-to-1-subject-level-conditions-and-requirements-for-english-language) and [GCSE (9-1) Mathematics](https://www.gov.uk/government/publications/gcse-9-to-1-subject-level-conditions-and-requirements-for-mathematics).

This age restriction applies to candidates even if they have already taken one of these examinations in the June series.

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| **IMPORTANT DATES** | | | |
| **Exam Series** | **Entry Deadline** | **Late Fees Charged From** | **High Late Fees Charged From** |
| November 2022 (GCSE Re-takes ONLY) | 4th October 2022 | 5th October 2022 | 25th October 2022 |

**Candidate Photo and ID**

\*A scan of your photo ID (i.e driving license/ Passport or any other valid UK ID) must be emailed along with a recent passport style photo of yourself.

\* On the day of your exam, you must also bring these documents with you. Failure to comply, will result in your exam being cancelled and no refund given.

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| **Candidate Details (the names and order of names you provide is how you will be entered for your exam)** | | |
| First Name: | Middle Name: | Surname: |
| Address: | | |
| City: | | Post Code: |
| Date of Birth: | Gender: | Contact Number: |
| Emergency Contact Number: | | Email address: |
| Do you have a UCI Number? (13 digits)    Yes No | | **If it is a re-take exam, you should have a UCI number. (You must enter a valid UCI number).** |
| UCI Number: | | |
| Do you have a ULN Number? (10 digits)  ULN Number:  Yes No **(If you previously sat an exam, you may have a ULN number).** | | |

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| **EXAM INFORMATION** | | | | | |
| **EXAM BOARD:** | **EXAM SERIES:** | **Qualification Type:** | **Subject:** | **Unit Code:** | **Option Code:** |
| Are you retaking these exams? Yes No | | | | | |
| Are you carrying forward your practical endorsement/coursework/spoken/ or any other assessment?  Yes No  **Please note that we are not offering any practical endorsement or coursework.**  **Please specify the details including the exam board and grade.**  Exam board: Grade: | | | | | |

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| **SPECIAL ARRANGEMENTS AND NEEDS** | |
| Do you require special access arrangements during your exam? | Yes No  If yes, evidence will need to be submitted with your application form. |
| Do you suffer from any mental wellbeing conditions such as high levels of anxiety? | Yes No |
| Do you have any additional needs?  **Please give details.** | Yes No |

**Terms and Conditions**

* **Exam Fees**

Our exam fees can be found on the website. We cannot make entries until we have received the full payment. We accept payment via bank transfer. The centre does not accept cheques as a method of payment.

* **Refunds**

Candidates may wish to withdraw from their examinations by e-mailing us before the ﬁrst deadline entry. We will refund the amount to you after deducting £30.00 per exam as administrative costs. Please note that the centre cannot provide refunds if the ﬁrst entry deadline has passed. We also cannot provide refunds if the candidate is absent from the exam.

* **Signature**

**Only candidates over the age of 16 may sign this form. If you are under the age of 16 please ask a parent/guardian to sign your behalf.**

I hereby conﬁrm that I have read and understand the terms of conditions of this document. I declare the information given to be accurate to the best of my knowledge. I consent to my information being shared with awarding bodies to enable exam entry\requirements to be fulﬁlled.

**Name:**

**Signature:**

**Date:**