



**Michael Hall**  
WALDORF SCHOOL

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Registered Charity No: 307006 Company No: 539034

# **Private Candidate Policy 2023/2024**

**Next Review date: 01/09/2025**

**To Be Reviewed by: SLT**

This policy covers all entries made by Michael Hall School on behalf of private candidates for GCSE and GCE examinations.

Michael Hall school will only accept past students from the previous academic year, who wish to improve on examination grades. Entries will be accepted for the Summer examination series.

All entries must be received and paid for 2 months prior to the awarding bodies' deadline in the academic year in which entry is requested.

Michael Hall School will not accept any entries or amendments after these dates.

**Fees** In addition to all published exam entry fees, private candidates will be charged a one-off, non-refundable £100 per paper administration fee.

If candidates require separate invigilation there will be an additional charge for the full published duration of the exams irrespective of when a student finishes.

**Controlled Assessment and Coursework** Michael Hall School will not be responsible for the preparation or marking of any coursework or controlled assessment components attached to an exam entry. Therefore, private candidates whose entries include a coursework or controlled assessment component must make alternative arrangements.

**Oral and Practical Examinations** Candidates will need to make separate arrangements for any oral components (eg of a language exam) or practical examinations in relevant subjects. Michael Hall School has the rights to not accept qualifications at their own discretion.

**Timetables** Once entries have been processed candidates will receive a statement of entry together with details of timings and venues for the exam(s).

**Identification** When private candidates attend an examination, Michael Hall School staff will need to verify their identity.

Private candidates will need to show a current and valid passport, or driving licence with a photograph as proof of identity.

Candidates will need to produce their ID at the beginning of an exam.

If a candidate does not have a valid passport or driving licence with a photograph, they will need to provide: ▪ a Private Candidate Identification Form (from the appropriate awarding body) will need to be completed and signed by a witness ▪ two passport-sized photographs taken within the last 12 months, one of which must be signed on the reverse by a witness.

**Results** Private candidates may collect their results from the school on results day. Any results not collected will be posted to the address given by the candidate.

Once accepted as a private candidate at the school, they must provide full contact details to include full name, address, and phone numbers and email address.

The full cost of the entry or entries plus the administration fee of £100 per paper must be paid on acceptance of the examination entry in the academic year in which entry is requested.