



Private Candidate Policy

2025/26

Private Candidate Policy

Centre name	Sawtry Village Academy
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Current policy approved by	Simon Parsons
Current policy reviewed by	Joanne Scott David Bridgeman
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Key staff involved in the policy

Role	Name
Head of centre	Simon Parsons
Senior leader(s)	David Bridgeman Ashley Yeomans Michelle McCloskey

	Corinne Wheeler Thomas Hill Neil Wilson
Exams officer	Joanne Scott
Other staff (if applicable)	

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Purpose of the policy

The purpose of the policy is to detail:

- External candidate criteria
- The application process
- The process of identifying external candidates
- Detail costings
- Exam Day and post results processes

Accepting Private Candidates

Sawtry Village Academy is not a JCQ registered centre for external candidates.

Centre discretion will be used on an individual basis as to whether the Academy will accept an external candidate application.

The usual circumstances for this would be:

- A candidate who has previously been educated at the Academy
- A candidate who would like to pursue a home language qualification

Any Private Candidates meeting the above criteria will be considered for entry provided their subjects are in line with subjects and specifications being taught at the Academy.

The Academy is under no obligation to accept external candidate applications.

Identifying Candidates

External candidates will be provided with the Academy 'Exam Registration Form'. This should be returned fully completed with the candidate's personal details and information of which qualifications they would like to be entered for.

It is strongly recommended that candidates review the subject specification from the relevant exam board.

Candidates should also bring their passport into the centre for identification purposes. A copy of this will be made and retained by the centre.

An administration fee will be payable.

Access Arrangements and Reasonable Adjustments

Details of any candidate's access arrangements must be clearly indicated on the Academy Exam Registration Form and supporting documentation provided.

The exams office will make the relevant applications and arrangements. The candidate will be required to complete any Data Consent to Access Arrangements Online.

The centre will be in contact regarding any assessment or candidate interview that are required prior to submitting the EAA to JCQ and/or the Examination Board.

There may be an additional cost in order to provide external candidates with specific access arrangements.

Centre assessed components/ units

Consideration will be given to qualifications that have component/unit elements. The Academy generally will not accept external candidates for these types of subjects other than English Language.

Information for candidates

Candidates will be provided with centre and JCQ rules and regulations.

Candidates will be provided with a statement of entry, opportunity to sit mock exams if appropriate and an exam timetable.

On the day of the exam, candidates should arrive at the centre no later than 15 minutes prior to the exam start time. They should bring with them all relevant stationery i.e. black pen, pencil, ruler, rubber, protractor, compass, calculator. They should sign in at reception and wait to be collected and taken to the exam room.

If candidates are running late or unwell on the day of the exam they should contact the centre as soon as possible. If an exam is missed, it cannot be sat at a later date and candidates will not be entitled to a refund.

If running late they should refrain from using any electronic devices or accessing any source of information such as listening to the radio, social media or attempted contact with other candidates.

External Candidate Fees:

Current fees are available on the Academy 'Exam Registration Form'.

Post Results Services

Candidate results will be sent via email on results day to their personal email address. Alternatively, they can visit the centre during an allocated window of time to collect a paper copy. Details of the post results services will be provided including cost and timeframes.

Candidates will be contacted when certificates are available for collection. This will need to be collected in person with a form of photographic ID.