



Priestlands School

External GCSE Exam Candidates – Information & Procedures

We welcome applications from external candidates wishing to sit GCSE examinations. Please read the following information carefully to ensure you understand the procedures and requirements.

Pre-Exam Procedures

- **Initial Enquiries:** Please direct all initial enquiries to our Exams Officer at examoffice@priestlands.hants.sch.uk
- **Exam boards:** We can only offer GCSE exams under the following exam boards AQA, OCR, Pearson, WJEC. Not IGCSE's.
- **Exam series:** With regret we are only able to offer exams to candidates in the summer exam series, and do not offer exams in the November series.
- **Application & Payment:** Each GCSE exam entry will incur a £100 admin fee per subject plus the cost of each exam entry (available via the awarding body). Payment must be made in full at the time of application, details provided on the application link.
- Application to be made via link - <https://forms.office.com/e/qW7bnTpXxy>
- **Documentation Required:** All candidates must provide valid photo identification (e.g., passport) at the time of application. Candidate will be visually checked against the ID submitted during the application, on the day of the exam.
- **Access Arrangements:** With regret, we are unable to accommodate candidates requiring access arrangements (e.g., extra time, readers, scribes).
- **Non-Exam Assessment (NEA):** We are also unable to accept candidates for subjects that include Non-Exam Assessment (NEA) components, such as coursework or practical assessments.
- **English Language Spoken Language assessment-** we can facilitate a spoken language assessment for the English Language GCSE at a cost of £50. Please email examoffice@priestlands.hants.sch.uk to arrange a suitable date for completion.

On the Day of the Exam

- **Arrival Time:** Candidates must arrive at least 10 minutes before the scheduled start time of the exam.
- **Exam Materials:** Please bring all necessary equipment (pens, pencils, calculators, etc.) in a clear plastic bag, water in a clear water bottle with no labels. Mobile phones and smartwatches are strictly prohibited.
- **Conduct:** Candidates are expected to follow all JCQ regulations and instructions given by invigilators. Any breach may result in disqualification.

Post-Exam Procedures

- **Results:** Results will be released in line with national GCSE results day. You will be informed via email on how to collect or receive your results.
- **Post Results Services:** Please refer to the exams page on the school website for post results support
- **Certificates:** Certificates will be available for collection from the school office in the autumn term. You will be notified when they are ready.

If you have any further questions, please contact us at examoffice@priestlands.hants.sch.uk.