



Private Candidates Policy (Examinations)

2026-27

Approved by: Victoria Edwards, Head of Centre

Date: September 2026

Next Review: September 2027

1. Purpose of the Policy

This policy outlines the arrangements for accepting and managing private candidate entries at Oakfield Short Stay School in accordance with the current Joint Council for Qualifications (JCQ) regulations and awarding body requirements. JCQ requires centres to have clear arrangements for private candidates where they choose to accept them.

A private candidate is an individual who is not enrolled as a student at Oakfield Short Stay School but wishes to enter an examination through the centre. This may include home educated students, adult learners, distance learners, former students, or candidates seeking to re-sit qualifications.

2. Centre Policy Statement

Oakfield Short Stay School considers applications from private candidates on a case-by-case basis.

The school reserves the right to:

- Accept or decline applications.
- Limit the number of private candidates accepted in any examination series.
- Restrict entries to qualifications which can be fully administered and assessed by the centre.
- Refuse applications where the centre cannot meet awarding body or JCQ requirements.
- Refuse applications where appropriate staffing, facilities, specialist equipment or assessment arrangements are unavailable.

The decision of the Head of Centre is final.

3. Qualifications Offered

The school will normally only consider private candidate entries where:

- The qualifications are offered by the centre.
- The examination can be administered in accordance with JCQ and awarding body regulations.
- Any required coursework, controlled assessment, spoken language assessment, practical endorsement, practical assessment or non-examination assessment can be authenticated and assessed in line with awarding body requirements.

The centre will not accept private candidates for qualifications containing assessment elements that cannot be validated or supervised by the school.

4. Application Process

Private candidates must:

1. Provide photographic identification.
2. Provide proof of address.
3. Meet all published centre deadlines.
4. Disclose any access arrangement requirements when applying.
5. Pay all applicable fees before entries are submitted.

Applications received after centre deadlines may be refused.

5. Fees

Private candidates will be charged for:

- Examination entry fees.
- Administration costs.
- Invigilation costs.
- Access arrangement assessments (where applicable).
- Late entry fees imposed by awarding bodies.
- Any additional costs arising from coursework, practical assessments or specialist resources.

Fees are non-refundable once an entry has been submitted to the awarding body, except where an awarding body agrees a refund.

6. Candidate Identification

In line with JCQ and Oakfield Short Stay School requirements, the identity of all private candidates must be verified.

Private candidates must provide:

- Current photographic identification (passport, driving license or equivalent).
- Proof of address where requested.

Identity checks will be completed before examination entries are processed and again on examination days where necessary.

7. Access Arrangements and Reasonable Adjustments

Private candidates requesting access arrangements or reasonable adjustments must notify the school at the time of application.

The centre will:

- Require sufficient evidence of need.
- Ensure any arrangements comply with current JCQ Access Arrangements and Reasonable Adjustments regulations.
- Determine whether arrangements can be processed and supported by the centre.
- Liaise with the SENCo and relevant specialists where appropriate.

Approval of access arrangements cannot be guaranteed and remains subject to JCQ and awarding body requirements.

8. Examination Information

Private candidates accepted by the school will receive:

- Confirmation of entries.
- Examination timetable information.
- Candidate guidance documentation.
- JCQ Information for Candidates notices.
- Information regarding examination regulations and conduct requirements.

Candidates are responsible for checking that entry details are correct.

9. Examination Day Arrangements

Private candidates must:

- Arrive at least 30 minutes before the published start time.
- Bring appropriate identification if requested.
- Comply with all JCQ Instructions for Conducting Examinations.
- Follow all instructions issued by invigilators and centre staff.

Failure to comply may result in sanctions, malpractice investigations or disqualification in accordance with JCQ regulations.

10. Results and Certificates

Results will be issued in accordance with awarding body publication dates.

Private candidates will:

- Receive information about collection arrangements.
- Be informed of post-results services and deadlines.
- Be able to request reviews of marking or access to scripts in accordance with awarding body regulations.

Candidate consent requirements for post-results services will be followed in line with JCQ requirements.

Certificates must be collected in person or by an authorised representative providing appropriate identification.

11. Malpractice

Private candidates are subject to the same malpractice regulations as internal candidates.

Any suspected malpractice or maladministration will be dealt with under:

- Current JCQ Suspected Malpractice Policies and Procedures.
- Oakfield Short Stay School Malpractice Policy.

Sanctions may include disqualification from examinations and notification to awarding bodies.

12. Data Protection

Personal information supplied by private candidates will be processed in accordance with:

- UK GDPR
- Data Protection Act 2018
- Awarding body requirements
- Oakfield Short Stay School Data Protection Policy

Information will only be used for the administration of examinations and related services.

13. Complaints

Private candidates may raise concerns through the school's published complaints procedure.

Complaints regarding awarding body decisions will be managed through the appropriate review, appeals or post-results processes where applicable.

14. Review of Policy

This policy will be reviewed annually to ensure continued compliance with:

- JCQ General Regulations for Approved Centres
 - JCQ Instructions for Conducting Examinations
 - JCQ Access Arrangements and Reasonable Adjustments
 - Awarding Body requirements.
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