

January 2019 – Part 2

Booking Form

ALL CANDIDATES

Guide and Price List

Please refer to 'January 2019 – Part 1 Guide and Price List' for our policy statement, details of key booking related dates and prices. If you cannot find the information you require then please email exams@faregos.org

In order for us to accept your booking you are required to tick each of the following statements and sign below to show your understanding and agreement to our Terms and Conditions.

	Tick to confirm understanding
1. Communications	
a) All email communication about exams must be sent to exams@faregos.org You can telephone us on 01329 550 630	
b) Our primary source of sending information to you is by email. It is your responsibility to ensure that we have the correct email address for you. Please write it clearly on your booking form. If you change it please let us know. We only accept one email address per exam booking for communications.	
c) When emailing us, please state the full candidate name.	
d) Ensure that we have your full postal address. Please write it clearly on your booking form. If you change it (even after the exams) please inform us by email. It is important that we have the correct detail as we may need to send important documents, e.g. exam certificates.	
e) Please ensure that any post you send us has the correct postage paid – we do not pay for any underpaid postal fee and so will not receive your item.	
f) If post we send you is returned we will not re-post without payment from you to cover the cost.	
g) Please note that our summer break is 7 July – 9 September . During this time our office will not be manned and our email and telephone communications will be minimal.	
2. Exam Booking Form & Photo ID	
a) We will only accept exam booking forms that are handed to us in the exams office or posted to us. We will not accept any booking forms that are emailed to us.	
b) Please include a hard copy of photo ID with the exam booking form. We will not accept any photo ID that is emailed to us. We will not process your exam entry without photo ID. If you do not have photo ID please let us know immediately so we can advise you.	
3. Exam Payment / HCC Funding	
a) Full exam payment must be made to us at the time of sending us your booking form. We will not process your booking until payment has been received. Payment will only be taken by bank transfer to: Fareham & Gosport Home Education, Sort Code: 403616, Account Number: 31501739, please put the candidate's surname as a reference.	
b) If you are home educated, have contacted HCC and they have agreed to fund your exams up to a total of £287 you must advise us on the booking form. Where exam fees are more than £287 the additional payment must be paid before we are able to process your booking.	

	Tick to confirm understanding
4. Processing your exam booking	
a) All booking forms received by 22 August will be confirmed by end of day 3 September. Booking forms received 23 September – 1 October will be confirmed by end of day 1 November.	
b) On receipt of your Statement of Entry you must check all the details, e.g. name spelling, date of birth etc. and let us know straight away, by email, if there are any errors. Late notification of such errors to the exam board may be subject to a fee that will be passed on to you for payment.	
c) Detailed information about your exams, e.g. exam times, what to bring/not bring etc will be sent to you from mid December.	
5. Exam Booking Amendments	
a) Any change requests must be sent to exams@faregos.org and we will advise you re feasibility and costs involved.	
b) Changes that are approved as feasible by us must be confirmed in writing by you and payment must be made before the changes will be actioned by us.	
6. Exam Cancellation/Refunds	
a) Withdrawals received from end of day 1 October are not refunded .	
7. Results and Certificates	
a) Results are released to candidates around March 2019 . We will advise you on how to get results nearer the time.	
b) JCQ Certificates will be sent to us by the exam boards by April 2019 respectively. Once received we will send an email to advise you of the date we plan to post them to you – alternatively you can arrange to collect them from our office. Collection from our office will require you to bring photo ID and you will need to sign for them. We cannot give them to any other person on your behalf.	
8. Privacy Notice	
a) You must agree to our privacy notice before we are able to process your entry. By ticking here and signing below your approval is given for us to process your data as stated.	

Please sign here to confirm that you have read and understand all the above information and that the information you have provided on the following pages is complete and accurate.

Candidate signature:

Parent / legal guardian signature
For candidates 16 years old and younger

Date:

Account Code: Admin use only

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Candidate Number: Admin use only

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PLEASE COMPLETE THE FOLLOWING DETAILS CLEARLY AND IN BLOCK CAPITALS

CANDIDATE DETAILS

Delete as appropriate: Mr/Mrs/Miss/Ms/Other

Surname

First names

Date of Birth (DD/MM/YY)

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The name is the legal name as documented on the ID and will be printed on exam certificates.

Delete as appropriate: Male / Female

I have previously sat exams / I have not previously sat exams

UCI Number

ULN Reference

If you have previously sat exams you may have been allocated a UCI Number and a ULN Reference – these are lifelong exam references for use in the UK and should be reused each time you enter an exam. They are not the 4 digit candidate number which can be different for each exam centre/series. If you cannot find your UCI and/or ULN please indicate here the exam boards used for previous exam entries and the year taken so that we can contact the exam board and try to obtain the correct reference.

Have you previously attended exams at our centre? If so please tell us the candidate (4 digit number previously used) and when you attended.

ACCESS ARRANGEMENTS

If you require any kind of Access Arrangements (SEN or Medical) you **MUST** contact us before completing this form in order for us to advise you appropriately. Access Arrangements are strictly regulated by JCQ/CIE and the timescale for appropriate assessment and application before receiving approval can be a lengthy process and is subject to strict deadlines many months before the exam dates. We cannot guarantee that we will be able to meet all requirements though we will endeavour to assist, working strictly within the regulations necessary and based on the resources that we are able to offer.

If you require Access Arrangements please complete the following (otherwise please go on to the next section):

I have contacted the Head of FareGos Home Education Group regarding Access Arrangements (date)

Please indicate Access Arrangements required (if known), e.g Reader, Scribe, Extra Time, Laptop etc.

for Admin use Only

Type of Access Arrangements approved

Date Access Arrangements approved

FUNDING (Home educated Year 10/11 only)

Please tell us if you have requested funding for from Hampshire County Council or Bournemouth Borough Council and who your contact is.

Authority

Contact

Date Contacted

EXAMS REQUIRED

Exam Board e.g. Edexcel	Exam Ref e.g. 4EBO	Subject e.g. IGCSE English Lang	Tier e.g. Foundation/Higher	Total Fee	FareGos Admin Use

Please tell us the date of your bank transfer for this payment

COMMUNICATIONS

We need to communicate with you, the candidate, at various times. e.g. to send you information about your exam entry, details about exam days, resolve queries, to send you information about your results and certificates, etc. **If required**, you can authorise a parent (or other person) to receive all the information for you. However, **YOU MUST** have access to read all the information sent. Where you refer to a person other than the candidate please name who they are, e.g. Mother.

EMAIL CONTACT:

NB: we will communicate via a single email address only

**PLEASE DELETE AS NECESSARY
IF OTHER, PLEASE STATE WHO**

IF OTHER, CANDIDATE SIGNATURE TO AUTHORISE

**Full address (incl Postcode) for us to send any
correspondence including certificates**

CANDIDATE / OTHER

TELEPHONE CONTACT: Please provide the best telephone numbers to contact you on at anytime including on exam day.

Candidate/ Other Name Relationship Phone Number(s)
