NOTRE DAME HIGH SCHOOL
SHEFFIELD

PRIVATE CANDIDATE: **PRELIMINARY INFORMATION**

Further to your enquiry regarding accommodating your examinations, places offered to private candidates are limited and subject to conditions. This preliminary entry does not guarantee you will be accommodated at this centre.

You should fully complete sections 1-4 of the preliminary entry form on page 2 by inserting your responses in the white boxes provided. The form must then be signed and dated to confirm your understanding. Your form will not be processed until all requested information and supporting evidence (where required) is provided.

The deadline for returning the completed form for the November 2025 series is 4th October 2025. For Summer 2026 series it is 30th January 2026.

Please ensure you have communicated with Ms Slater to arrange payment ahead of the entry being made.

If the centre is able to accommodate your entry/entries, you will receive a provisional entry confirmation and an invoice for examination entry fee(s) and the centre's administration fee(s).

Final entries will not be submitted to the awarding body until the invoice has been paid.

In case of query, please contact Ms H Slater on 0114 2302536 ex. 263 or hslater@notredame-high.co.uk.

Points to note

- You are responsible for ensuring the exams office receives all your entry/entries information on time
- Should your exam entry/entries and use of the centre's exam accommodation incur additional or other fees, including extra invigilation costs, these will be charged after the examination.
- The centre reserves the right to withdraw your entry/entries if any amount remains outstanding
- The centre cannot accept responsibility for any amendment fees that become due if you fail to give sufficient notice to make any necessary changes to your entry/entries information
- Should you decide to withdraw your entry/entries you will only be entitled to any refund amount that is issued by the awarding body concerned. Refunds will only be made by awarding bodies for a limited time after the entry deadline has passed and this varies dependent on the awarding body.

Please make your payment by BACS transfer

St Clare CMAT
Sort Code: 30-97-51
Account Number: 72467968
Ref: Exam Fees ND & Student's name

PRIVATE CANDIDATE: **PRELIMINARY ENTRY FORM**

Please complete the white boxes below in BLOCK CAPITALS

Section 1 PERSONAL DETAILS			
Surname		First name	Middle or other name(s)
Title	Gender	Date of birth	Email address
Address (including postcode)		Contact telephone number(s)	Enter any previous known exam numbers
			UCI:
			ULN:

Section 2 EXAMINATION DETAILS		
Qualification type e.g. GCSE	Awarding body	Exam series (month & year)
Specification (Subject) title	Specification (Entry) code (include option code if applicable)	Unit entry code(s) (if applicable for a unitised specification)

Section 3 ACCESS ARRANGEMENTS or other information relevant to your entry
Are you eligible for access arrangements in examination(s)? Appropriate evidence must be provided to support this
YES / **NO** Circle your response If YES, provide details here: This does not guarantee access arrangements approval. Further communication on this will follow in due course. Consideration will be given to any access arrangements or reasonable adjustments that may need to be put in place. Where appropriate, the centre will lead on the required processes in identifying the need for, requesting and implementing access arrangements.

Section 4 IDENTIFICATION – photographic ID is required to verify your identity	
Driving Licence Number **OR** Passport Number	Copy of photo driving licence OR copy of photo page of passport must be attached[1]

Confirmation statement

By signing here, I am confirming I understand all information and points to note on pages 1 and 2 of this document:

.....

Date of signature: .....

FOR EXAMS OFFICE USE ONLY	
Initial payment received £	YES / NO
Evidence to support AA received	YES / N/A
Copy photo-ID attached	YES / NO

[1] If the centre agrees to accommodate your exam(s), the original of this photo-ID must be brought to each exam/assessment