

PLEASE NOTE: The deadline for students aiming for the June 2009 exams has passed and we cannot take on students aiming for these exams.

GCSEs

GCSEs have been designed to develop and test skills which will be relevant both for further study and in the wider world of work. It's what you can do rather than what you know. This makes them perfect for studying by distance learning.

If you left school without many GCSEs, you probably already know what a handicap this can be. Many careers are denied to you simply for this reason. You may already have several GCSEs but find that a few gaps such as English, Mathematics Biology or Combined Science are holding you back. Many of our students are graduates who only now are realising that they need these qualifications to become teachers, to enter nursing or to embark on a wide variety of other careers.

Don't let the fact that you did not get a qualification at school hold you back. You are almost certainly better equipped to pass now than you were at age 16 and, with our expert help, you can be confident of a good result.

'A' LEVELS

'A' Levels are the Gold Standard of the British education system and our abilities, even in later life, are still measured against it. Distance learning students are amongst the most successful candidates at 'A' Level. This is partly because of the flexibility of the examination system but also because 'A' Levels require a broader understanding that cannot simply be taught in a classroom. Instead of taking all your exams in one go, you can now opt to take the necessary papers in stages and gradually build up your qualification. You may even re-take any papers you don't do well on.

Because most 'A' level students take two years, each course can be divided into two halves or "AS Levels" or you can do the complete A Level. Whilst both halves cover approximately the same amount of material, the conceptually harder elements will nearly always be found second half. Generally, each half of the 'A' Level will be split into three units. Each unit matches a corresponding exam. Examinations are normally in June, although you may be able to arrange to sit some parts of the 'A' Level in January.

Nearest Exam Dates:

| Exam Type | Exam Date | Closing Date for Applications |
|---------------------------------------|---------------|---------------------------------|
| All Science & Child Development GCSEs | May/June 2010 | 30 th September 2009 |
| All other GCSEs* | May/June 2010 | 15 th October 2009 |
| AS Level** | Jan 2010 | 15 th March 2009 |
| AS Level** | June 2010 | 15 th October 2009 |
| A2 Level** | May/June 2010 | 15 th October 2009 |
| A2 Level** | Jan 2011 | 15 th March 2010 |

PLEASE NOTE: You can only sit your exams in schools and colleges at an appropriate time of the year as detailed above. We have closing dates for each course type, and we will not accept students on to a course for that year's exam after the closing date has past.

A complete A Level consists of an AS and an A2 syllabus. For most A Levels there is a now a new syllabus in place and the earliest opportunity to complete any exams will be in June 2010. This is because June 2010 is the earliest opportunity to sit the A2 Level exams.

* The only exception to May/June GCSE exams is for Math's GCSE which can be sat in November 2009. The deadline for November 2010 exams is 15th March 2009.

** It is possible to sit the full Pure Mathematics, Maths & Statistics or Maths & Mechanics A Level before June 2010 as these subjects are not in the new format of A Level syllabus.

Please call on 0845 129 7238 if you would like to ask any questions about exam dates.

When can I start my course and take my Exams?

You can start a GCSE or A Level course at any time but you can only sit your examinations at an appropriate testing time. For example, if you were to sign up for your course before 15th October 2009, then the nearest time you would be able to sit your examinations are May/June 2010. There is no way around this. You can only sit exams at the appropriate exam term time and generally schools and colleges will only sit the exams in May/June of each year. The only exceptions are some AS/A2 Level modules which can be sat in January, and Maths GCSE which can be sat in November. To sit the November or January exams you would need to be signed onto the course before the end of the previous March.

What does the Study Pack consist off?

When you enrol you will be provided with one of our comprehensive study packs. The pack has been written to cover a specific GCSE or A-Level syllabus and approved through the appropriate examination body so you can be confident that your course will cover everything that you need in order to pass your examination.

All Course materials are paper-based materials which are displayed in a large ring-binder course folder. The courses are divided into a number of modules according to the nature of subject or syllabus. Examination fees are separate to any course materials and have to be sat at an appropriate centre.

Each lesson normally contains the following features:

- Outline of Key Topics
- Self-assessment tests
- A final test covering the whole lesson
- Guidance on study notes
- A large left-hand margin for note making
- Recommendations on further reading materials
- A Free Copy of "How to study at home"



Do I receive any tutor support?

Every student receives a personal tutor with whom they need to keep in regular contact. The essential relationship between student and tutor begins with an introductory letter and a telephone call to help decide on a study plan.

All tutors are fully qualified teachers holding either a Postgraduate Certificate in Education or a degree in education. So when you enrol on a course you can be assured of the assistance of a professionally qualified subject specific tutor. We don't set a limit on how often you can contact your tutor. The advice and encouragement our tutors provide are an important part of your learning experience. You can contact your tutor by Phone, Post or Email. There are tutor-marked assignments (TMA's) in every course. These help the student consolidate the learning he or she has done and prepare for examinations.

All our tutors have a local rate telephone number such as a 0845 number. This means that when you phone your tutor it will only cost you the price of a local call. Whilst you are still actively submitting assignments, you should expect to be in contact with your tutor regularly. Remember, to get the most out of your tutor, you will need to tell them when you need assistance.

How can I pay for the Courses?

You can fill in and return the enclosed enrolment form or **fax** your form to us on **0845 129 7239**. We do require the enrolment form returning as there is important information that your course tutor requires, but if you would prefer not to send payment details through the post then you can **phone** through your details on **0845 129 7238** or submit them **online** through our secure Shopping Cart at **www.distance-learning-centre.co.uk**.

Are there any Special Requirements?

Most of our Courses have special entry requirements. Please see individual subject information for details. In general we will only admit students for A Level who have a minimum of 4 GCSEs at grade C and above. These would ideally include English and Maths. In addition to the recommended text, each course will have suggested reading to help you achieve a broader understanding of your subject.

Please Note: We cannot accept any student under the age of 16 years old for GCSE or 'A' Level Courses.

What if I am not completely satisfied with my course materials?

During the first seven days after receiving your course materials, you may cancel your course in writing and return the course materials to ourselves at your own expense. As long as we receive the course materials in good condition, within 21 days of you receiving the course, you will receive a full refund of course fees.

Can I study from abroad?

It is possible to study any of our courses from anywhere in the world. However some courses are easier to study from abroad than others and some restrictions to the type of tuition available apply. If you wish to study a GCSE or an 'A' level, then you will need to be able to return to the UK to take your examinations. Please remember that most of our GCSEs and 'A' levels have several examinations which may well be spread over several weeks.

The price of delivery to the UK mainland is included in our course fees. However, students who live outside of the UK may be required to pay an extra fee for International deliveries. Please discuss the cost of delivery with your Student Adviser prior to enrolling on your course.

Are there additional reading materials?

All courses will have suggested additional reading materials where appropriate.

Where can I sit the examinations?

There are currently over 300 testing centres across the country, so finding one close by is not very difficult. In December/January we contact you to start arranging your examination dates. We always try to give whatever help we can with examination information, but the entering of students for examinations and any dealings with the examination centre's are entirely the responsibility of the student.

GCSE Examination Fees

On average the GCSE examination fee is approximately £40 per subject regardless of the amount of examinations, plus an administration fee which is at the discretion of the exam centre.

A Level Examination Fees

Exam fees are at the discretion of the testing centre's but on average the fee is approximately £30 per examination (6 Examinations for a full A Level).

Money Back Guarantee if you do not pass your exams!

We believe that our courses give you the best possible preparation for your examination. We are so confident that you will pass your examination that we will give you your money back if you fail! So you have absolutely nothing to lose.

Our only conditions are that:

- 1) You have completed all of your assignments in the course, earning a mark of at least 30% in each assignment.
- 2) You have undertaken all the examinations required and submitted coursework where required.
- 3) You provide written proof of exam failure.

Note: A pass at A Level is considered to be any grade between A and E. A Pass at GCSE is normally any grade between A and C.

The limit of liability to any student under any circumstances will be the amount paid for that student's course of study.

Further Syllabus Information

All of our courses are either AQA or Edexcel syllabus. If you require further information on any syllabus information you can find it on their websites:

AQA – www.aqa.org.uk/

Edexcel - www.edexcel.org.uk/