

Advice for Booking your exams

When booking examinations, it's very important that you know which exams you want to be entered for, and that you give the correct information to the Examinations Officer at the exam centre. The introduction to each course details the relevant codes for the specification you are studying, so have this information to hand when booking your exams.

Things to Remember:

Exam codes have a variety of names; syllabus code, specification code, entry code, course code, but they all refer to the same thing.

Examination Officers are usually very busy and if you seem confused or don't have the correct information when you contact them, the exam officer may refuse to help you.

When booking exams with an examination centre you will usually have to give the following information:

- Personal information (including full contact details)
- Full name and date of birth which is verifiable by birth certificate, passport or driving licence (with photo)
- Evidence of your identity
- Details of the units, options and awards that you wish to enter for
- Your Unique Candidate Identifier (UCI) and/or your Unique Learner Number (ULN) if you have previously been issued with them. A UCI or ULN will appear on previous qualifications
- If appropriate, details of any coursework units completed

You will need to let the Examinations Officer know if you need any special [access arrangements](#). Make sure that your entry is complete, otherwise you could experience delays in acceptance. If you have any queries about the exam entry, you should contact the Examinations Officer at the exam centre.

Students should also read over the information provided by the awarding body in relation to booking exams:

AQA: <http://www.aqa.org.uk/student-support/private-candidates/exam-entries-and-fees>

Edexcel: <http://qualifications.pearson.com/en/support/support-topics/registrations-and-entries/academic-registrations-and-entries/private-candidates.html>

Exam Results:

GCSE and IGCSE results are usually available on the fourth Thursday of August each year (e.g. 24th August 2017) and A level results are usually on the third Thursday in August (e.g. 17th August 2017).

Exam results are sent to the examination centre from the awarding body. You must either collect your results in person or make alternative arrangements with your centre in advance (e.g. by stamped addressed envelope or email). Your centre cannot give you any results over the telephone.