

**Entering private candidates for general qualifications and the  
support available  
(updated on October 2013)**

<http://edyourself.org/pearsonedexcelprivatecandidatesappg2013.pdf> via  
<http://edyourself.org/articles/allpartygrouphomeeducation.php#examsoctober2013>

**Process for entering private candidates**

Exams officers in centres use Edexcel Online to make individual entries for a private candidate. This means providing them with the following information:

- Full name, address, postcode, sex, date of birth
- A telephone number
- Details of the subjects private candidates want to register, including the 'entry codes' that categorise our qualifications:
  - the 4/5-digit unit codes (which can be found in our information manual:  
<http://www.edexcel.com/iwantto/Pages/uk-information-manual.aspx>)
  - any option codes (also found in our information manual and worth checking carefully to ensure entry of the correct combination of units)
  - the 4/5 digit cash-in codes for GCSEs (but not necessary for International GCSEs)
- Details of any coursework or controlled assessment units a private candidate may want to transfer (e.g. if a private candidate were enrolled as a full-time student at a different centre and were given grades for these units, we'll have their results on our databases, in which case, their existing marks can be used to contribute to the overall subject grade, which they'll get when you complete all of the required units.)
- A private candidate's Unique Candidate Identifier (UCI) number if available – a 12-digit number created by Pearson Edexcel for all students who are registered to take an Edexcel qualification
- Bank details



In making an entry it is important to be aware of deadlines and costs:

- *Deadlines*
  - Awarding organisations have entry deadlines and 'late fees' are charged if these deadlines are missed.
  - Centres completing the entry of private candidates may have different deadlines for private candidates to register from those published on our website. This is because they need to process a private candidate's application and make sure payment has cleared before they complete an entry with us.
- *Cost*
  - We set a fee for each exam which covers the cost of us producing, dispatching and marking the papers. You can find these here: <http://www.edexcel.com/iwantto/Pages/academic-fees.aspx>
  - Note that the amount a private candidate pays will be determined by the centre and may vary. Centres may charge a fee to cover their administration and the use of any of their facilities or services (such as hiring the exam hall, the cost of the invigilator and any teaching).

## Support

Pearson Edexcel make available on its website all of the support that doesn't need to be secure. On the Pearson Edexcel website

([www.edexcel.com/students](http://www.edexcel.com/students))

(<http://www.edexcel.com/i-am-a/student/private-candidates/Pages/default.aspx>), for example, we provide:

- Advice and guidance on registering and paying for a private candidate
- Specifications
- Sample assessment materials
- Teacher support materials
- Past papers
- Links to resources

We also survey Edexcel-approved centres every year to create an up-to-date list of centres that accept private candidates. An interactive tool on our website helps private candidates source centres that are as near as possible to where they live:

<http://www.edexcel.com/i-am-a/student/private-candidates/Pages/default.asp>

[x](#)

### **Issues that arise for private candidates**

The process of finding a centre at which to sit an examination can still be difficult. Centres are not required to support private candidates and they assess each application individually, taking many factors into consideration before accepting applications. There are three in particular worth drawing out here:

1. There are very few centres that will take candidates for units that require controlled assessment, e.g. fieldwork, practical work in science, projects, artwork, research. This is because they must be completed during class time under controlled conditions, often require input from the teacher and are usually marked by the teacher. Most GCSEs currently include some form of controlled assessment. This means that qualifications without controlled assessment such as International GCSEs are a better alternative for private candidates.
2. Some state schools believe that they cannot enter candidates for International GCSE because these qualifications are not state funded. Entries for International GCSEs will, however, be processed from a UK centre.
3. Some state schools only consider private candidates for a qualification they are already offering. Hardly any state schools offer International GCSEs as they are not state-funded qualifications. This can be for a range of reasons, e.g. to minimise administration (there are fewer papers to distribute), to minimise staffing (they will already need to

have an exam hall, invigilator etc for their own candidates, and they will have staff who know the requirements of the course).