



Private Exam Centre

435-437 Cranbrook Road, Ilford, Essex, IG1 4UW

Tel: 0800 7720 3464 | E mail: exams@bestgrade.co.uk

FUNCTIONAL SKILLS

Private Candidate Exam Application Form

Candidate Details

Please use Block Capital Letters

First Name

Middle Name(s)

Last Name

Date of Birth DD/MM/YY Age

Gender Male Female

Unique Candidate Identifier (UCI)

12-digit number and a capital letter

If you don't have a UCI or ULN from previous exam, Please leave them blank

Unique Learner Number (ULN)

10-digit number

Home Address

Town Postcode

Email Address

Mobile Number

Home Telephone

Do you require additional time in exams Yes No

If Yes, Do you have a valid medical certificate? Yes No

Additional information/Special learning requirements

Exam registration details

Exam Location :

Exam Board	Subject	Level	Preferred Exam Date and Time	Exam Type	Cost
(Edexcel/AQA/OCR)	(Maths/English/ICT)	(Level 1/Level 2)	(E.g. Thursday 23rd May 2020 - 13:00)	(Paper / Computer)	
1					
2					
3					
4					
5					
6					

Registration Fee £ 10.00

Total cost

How did you hear about us?

Website

Outside Banner

Google Search

Flyer / Leaflet

Recommended by a friend

Other

Terms & Conditions

Data Protection Act 1998: The information on this form will be held both electronically and as a hard copy for the purposes of student account administration within Bestgrade Limited and affiliated centers only, and will be destroyed when the student leaves permanently and the student account is closed. Data will not be disclosed to any external without your express written consent.

1. You are solely responsible for answering all questions honestly, completely and to the best of your knowledge and also for ensuring that any assumptions are correct. Failure to do so may lead to incorrect exam registrations and not be able to sit for exams.
2. You are solely responsible to ensure that any product or service you purchase meets your needs.
3. If you purchase a product or service through our website, you should carefully read the providers Terms and Conditions and Privacy Policy as it will differ from ours.
4. If you have not sat any examinations before in UK, you will not have a UCI or ULN. If you have a UCI and ULN then you can find it on your previous certificates and Statement of Entry, along with your school's Centre Number. Each examination that you sit will require your unique Candidate Number, as well as the Centre Number. So please take note of the numbers given to you.
5. If due to special circumstances, you have previously been given additional time to complete examinations, you must inform Private Exam Centre at the time of registration. Supporting documentation for additional time allowances is also expected at this time. Special requirements and extra time request must be approved by the exam board/exam officer of the allocated receiving. As a private candidate, you are required to pay additional fees for additional time allocated and other access arrangements.
6. Private Exam Centre cannot be held responsible for mistakes made on the registration form. To ensure each candidate receives the correct papers, please clearly indicate all paper choices for each subject. For example, GCSE Maths Higher or Foundation. We work with various affiliated centres and we may forward your details to them for the purpose of exam registrations. We will fill in application forms behalf of you and submit applications adhering their terms and conditions.
7. Once the registration form is completed, we will calculate the total cost of exams including registration fees. Functional Skills exams are booked OnDemand and some exams may require minimum two weeks notice period. Full payment is required before booking and once the exam date is confirmed there will be no refunds for cancellations.
8. When your registration and payment is processed, a confirmation/Statement of entry will be posted or emailed to your mailing address. For your convenience, your individual examination timetable and the location of the exam which will take place will also be included. Once you receive the confirmation email, Please check the entries carefully for any errors and notify us as soon as possible to resolve any issues. Any changes informed after 3 days of receiving the statement of entry/confirmation email will incur and £25 administrative charge per change. If there are two examinations timetabled for the same time on the same day, you will take one examination after the other, with a short break between examinations but under receiving full supervision.
9. Please note that for all your examinations, you must bring your Statement of Entry and photo identification (passport/driver's license) to present to the invigilator. It is your responsibility to bring you own stationary such as pen, pencil, calculator, etc. for the exam. Please note that there will be NO REFUND of any fees due to absent of any exams.

I have read the Fee Schedule and Terms & Conditions, which I acknowledge, form part of the agreement hereby arising.

Signature of Student/Parent/Guardian

Date

D	D
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M	M
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Y	Y
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Additional information