04 · WORKSHEET

Private candidate exam-entry checklist

Exam series _____

Centre _____

Always confirm current entry requirements directly with your chosen exam centre.

Each centre sets its own process, fees and internal deadlines, and these can change between exam series. So this checklist gives no dates or fees: write down what your centre tells you, and keep it in writing.

Before you contact centres

	DATE DONE / NOTES
☐ For each subject, note the qualification, awarding body, specification code and any tier (worksheet 03).	
☐ List any coursework, practicals, fieldwork or spoken components in each specification.	

Finding a centre

	DATE DONE / NOTES
☐ Search for centres (JCQ for GCSE, Pearson for its International GCSE, Cambridge for Cambridge IGCSE) and contact them well before their closing date. Record each one on the next page.	
☐ Ask whether the centre accepts private candidates for your exact awarding body, specification and tier.	
☐ Ask whether it will supervise and submit any coursework, practical or spoken component.	
☐ Ask for every fee in writing, including any administration, supervision or late-entry fee.	
☐ Ask for the centre's own entry deadline, which may be earlier than the awarding body's.	
☐ If access arrangements may be needed, ask early how to request them and what evidence the centre needs.	
☐ Ask what identification you need to bring on exam days.	

Making and checking the entry

	DATE DONE / NOTES
☐ Confirm your entries in writing and pay fees as the centre directs.	
☐ Check every line of your statement of entry: name, awarding body, specification code, tier and components. Report any mistake straight away.	
☐ Find each paper in the awarding body's timetable, then confirm dates, times and venue with the centre.	
☐ Ask which equipment is allowed in the exam room, and read JCQ's information for candidates.	
☐ Ask how and when the centre will give you your results, and who to contact with a question about them.	

Based on JCQ, AQA, OCR, Pearson and Cambridge International private candidate pages, checked 20 to 22 November 2026. Links: section 12 of the toolkit.

Exam centre contact record

Exam series _____

Compare up to three centres side by side. Write down who you spoke to and when, and ask for important answers by email so you have them in writing.

QUESTION	CENTRE 1	CENTRE 2	CENTRE 3
Centre name and contact			
Date contacted, and who I spoke to			
Accepts private candidates for my subjects? Which awarding bodies and codes?			
Tiers or options it will enter			
Coursework, practicals or speaking: will it supervise them?			
Fees quoted (entry, admin, supervision, late)			
Its own entry deadline			
Access arrangements: process and evidence			
Identification needed on exam days			
Venue, arrival time, equipment rules			
How results are given			
Answers confirmed in writing?			
Decision and next step			

Always confirm current entry requirements directly with your chosen exam centre.