

<b>Cand No</b>		<b>Paid</b>		<b>Entered</b>		<b>SofE</b>		<b>JCQ</b>		<b>TT</b>		<b>ID</b>	
----------------	--	-------------	--	----------------	--	-------------	--	------------	--	-----------	--	-----------	--

**External Candidate Details - 2019/20**

Mr / Mrs / Miss / Ms (please circle)

Gender: M / F

Legal First Name: ..... Legal Surname: .....

Email Address: .....

Contact No.: Mobile: ..... Home: .....

Photo ID document - Passport / Driving Licence Number: .....

Attach your photograph here from your chosen Photo ID document please

Address	
	Post Code:
Date Of Birth	
UCI	(Unique Candidate Identifier 12 numbers & a letter):
ULN	(Unique Learner Number – if you have one):
Photographic ID	Please attach photo in top right hand corner. <b>You will need to have your chosen photographic ID with you whenever you are on the school premises.</b>
Currently on roll at a School?	If yes, please specify. Out of courtesy I will let the Exam Officer know you have applied to take some exams with us.

**SEASON: NOV. 2019 – We are unable to host the exam season this academic year.**

**JAN. 2020 – We are unable to host the exam season this academic year.**

**SUMMER 2020 - late fees payable after 15<sup>th</sup> Dec. 2019. Very late fees after 12 Feb. '20**

Level A Level / AS / GCSE / iGCSE	Subject	Exam Board	Subject Code	Unit Codes *	For Office Use

\*specifications have changed recently. Please check very carefully that you have requested the correct exams. 'Reformed' specifications will only have a subject code (i.e. no unit codes)

Signed: ..... Date: .....

**PLEASE CHECK THIS FORM HAS BEEN FULLY COMPLETED**

## External Candidate Details

Please read and answer the following questions, and then sign the disclaimer.

**Both these pages must be fully completed and signed otherwise your request will not be considered.**

**Medical:** Do you have any known medical conditions or health issues (asthma, hay fever, epilepsy, pregnancy) that may affect you during your exams that the school should be made aware of? **Circle: Yes / No**

If yes, please specify: .....

.....

.....

**Note:** As a fully working school, our first commitment is to our students and as such we would not necessarily have staff available to be able to assist you.

**Exam Access Arrangements:** Do you need any exam Access Arrangements (Extra time, Reader, Scribe etc.)? **Circle: Yes / No**

Please note Watford Grammar School for Girls is unable to accommodate external candidates who required exam access arrangements. If you declare this at a later date, your exam entries will be withdrawn and you will not be able to take your exams at our school. We will not be able to provide a refund of exam fees.

### Disclaimer:

In completing this form I confirm that all information provided is true and correct to the best of my knowledge and I understand that should any information provided subsequently be shown to be untrue or incorrect, or deliberately omitted, this may result in the loss of any paid fees and possible withdrawal from any exams entered.

Please print your full legal name:

.....

Signed: ..... Dated: .....

Return this completed form to Mrs A J King, Exams Officer, by email to [exams@watfordgirls.herts.sch.uk](mailto:exams@watfordgirls.herts.sch.uk). Thank you.

**Data Protection Notice:** Watford Grammar School for Girls will retain data about those who enquire about and use our services as an exam centre for external candidates for a short period solely for the purposes of delivering on our side of our relationship, or potential relationship, with you as a candidate. Your data will be safeguarded as if it were our own pupil data, and you can find out more about this in our Privacy Notice for Pupils, and our Data Protection Policy, both available on the School's website. Please contact the School's Data Protection Officer, Zia Rehman, by email (details in the Privacy Notice) if you have any questions about your data.