



CONNELL
CO-OP COLLEGE

External Candidate Information 2024-25

We have an excellent reputation for academic success and an outstanding record of student support. Our dedicated examinations team will provide the best experience and support you through the exam period.

We accept external candidates from any part of the world. If you can get here we'll look after you.

The process is easy:

1. Complete the application form in full.
2. Return with copies of id and any other relevant information.
3. Once the application has been checked you will be contacted with payment details.
4. Pay the fee.
5. Turn up for your exams!

We're situated two miles away from Manchester city centre and we're served by excellent public transport links and we have our own car park.

Most people applying to be external candidates are friendly and polite. On very rare occasions, we encounter people (in person, by email or on the telephone) who fall short of accepted standards. All applicants should be aware that no centre is obliged to accept private candidates and that examination boards will not intervene if a centre refuses an application. As with all other examination centres, we reserve the right to refuse any applications. We are not obliged to give a reason. Our decision to accept or decline applications is final and non-negotiable.

Before you make your application

Before you make your application to sit an exam at Connell Co-op College you should make sure that you have obtained the specification for the qualification(s) you are taking as not all subjects are available to external candidates. You must be fully aware of all the requirements and regulations concerned with the subject(s) for the examination board(s)

involved. You must check the specification/syllabus for each examination board involved. These can be acquired from the awarding body and will provide you with any information relevant to the exams you will be taking.

Making your application

Please ensure you fully complete the application form.

In order to process your application form accurately and efficiently, you **MUST** specify the appropriate subject titles and codes for all units you want to be entered for.

It is your responsibility to ensure you note the correct titles and codes on your application form. Connell Co-op College accepts no responsibility for private candidates entering the incorrect examination specification.

Connell Co-op College will only accept applications for written examinations i.e. No coursework units, speaking and listening elements, ICT Practical exams or science practical endorsement/coursework units.

For qualifications where coursework/practical endorsement /speaking and listening have been previously awarded and is to be carried over, proof of this must be sent to the exams officer at the time of application. Applications WILL NOT be processed without this.

Candidates who have previously had Access Arrangements and still require them must contact the exams officer **BEFORE** application. Failure to do so may lead to you not being allowed Access Arrangements or your application being refused.

Identification

On application we require two forms of ID. One form of photographic ID, e.g. driving licence or passport and one other form of ID showing address e.g. bank statement or utility bill.

Fees

Payment is by bank transfer. All payments must be made in full after your application has been checked and when indicated by the Exams Officer, who will forward the college's bank details. **Fees are non-returnable.**

Level	Boards	Price	Notes
A Level	AQA, Edexcel, OCR, WJEC	£100 per unit/paper*	<p>Written exams only (coursework /practical endorsement must have been previously awarded and will be carried over)</p> <p>*(please note new reformed AS and A2 qualifications involve multiple exam units/papers, the fee charged is per unit/paper i.e., 2 x £100 = £200 for a full AS qualification).</p>
GCSE	AQA, Edexcel, OCR, WJEC	£160 per subject £200 per subject – double award	<p>Written exams only (coursework/speaking & listening must have been previously awarded and will be carried over)</p>

Please complete the attached application form before the deadline in full and submit along with copies of two forms of ID to: julie.howarth@coopacademies.co.uk or by post to:

Exams Department
Connell Co-op College
301 Alan Turing Way
Manchester
M11 3BS

Please be aware, if we receive an incomplete application form or incorrect fees, we will be required to return your application and will not be able to continue with the process until we receive the missing information. If we receive an application after the Application Deadline, we will be unable to enter you for your exams.

Application Deadlines

November Series Exams are limited. Please email the exams officer before completing the application form for approval.

June Series 7th February (Please be aware this date could be earlier depending on demand.)

Please ensure that your application form is completed in full and fees paid before this deadline. Only when payment has been made will the entries be made. Examination entry commitment is only effective upon receipt of payment. **PAYMENTS MADE AFTER THE APPLICATION DEADLINE WILL NOT BE REFUNDED. LATE ENTRIES WILL NOT BE ACCEPTED.**

What happens next?

On receipt of a completed application form and appropriate fees, we will enter you for your exams. Shortly after entries are made we will send you a personal exam timetable, complete with dates and start times. It is important that you check the timetable on receipt very carefully and notify the exams officer IMMEDIATELY of any issues. Issues brought to the attention of the exams officer after the application deadline date will incur a fee to correct. Then it is just up to you to show up for them!

On the day of your exam

Morning exams begin at 9am / Afternoon exams begin at 1pm.

You must arrive at least 20 minutes before your exam's scheduled start time. Please do not arrive any earlier as you may be refused entry until the appropriate time. Please note we do not allow family members or friends to wait in any area of the college whilst exams are taking place.

It is at Connell Co-op College's discretion as to whether you can sit examinations should you arrive late. Late arrivals cause disruption to other candidates and extra office administration. If you expect to be late let us know as early as possible on 0161 231 9200.

Extremely late and habitual latecomers may be charged extra for office administration and it is at the discretion of the college whether you can sit your exams.

If you are driving to the college, please park in the visitors' car park, situated on Wilson Street at the rear of the college.

Sign in at reception and collect your visitors' badge. You will be collected from reception and taken to your exam room. Once inside the exam room please abide by the following rules and regulations:

You must bring photographic ID into the examination room and display it on your allocated desk. If you do not bring your photographic ID you may not be allowed entry to sit the exam.

Only a current passport, UK Driver Licence or HM Forces ID card are acceptable. Failure to produce any photographic ID for the invigilator to check during the exam forfeits your exam paper. Candidates under the age of 18 and without ID should contact Mrs Howarth in the exams office.

You must not take into the examination room any unauthorised materials or equipment such as **mobile phones, mp3 players or other electronic devices.**

MOBILE PHONES AND WATCHES ARE NOT ALLOWED IN THE EXAM ROOM.

Please note, this list is not exhaustive and an invigilator has the authority to remove any items that may pose a risk to the integrity of the exam from your possession.

You may bring a transparent pencil case and water in a clear bottle with all labels removed.

You must bring two black pens – other ink colours are not permitted.

Pre-release materials, if required to do so by the awarding body - please check your specification (It is the responsibility of the candidate to supply a clean copy of any pre-release material or texts and should be made available to the Examinations officer for inspection).

After your exam

Results

All results are sent in electronic format. Results slips are sent as a pdf attachment to the email address you supply upon application. Results will be sent by 9am. Under no circumstances will results be given over the telephone.

Certificates

Certificates must be collected and signed for from College. Only in exceptional circumstances will certificates be posted and candidates must accept that the college will not be held responsible if they are lost in the post.

Once collected, if certificates are lost, under no circumstances will a letter from Connell Co-op College be provided to confirm exam results. Replacement certificates must be obtained from the exam boards at a cost to the candidate.

Contact us

If you have any more questions or queries please do not hesitate to contact us by email: julie.howarth@coopacademies.co.uk.

External Candidates - Terms and Conditions

1) Interpretation

In these terms and conditions the following expressions will have the following meaning unless inconsistent with the context:

'College' – Connell Co-op College, 301 Alan Turning Way, Manchester, M11 3BS

'Candidate' – An individual who enters into a contract to obtain an examination entry whose order is accepted by Connell Co-op College.

'Contract' – The application form once completed in full by the Candidate and accepted by Connell Co-op College will form the contract.

'Exam' – Any examination entry made by Connell Co-op College on behalf of the Candidate with the Awarding body.

'Awarding Body' – A recognised body offering qualifications accredited by the regulatory authorities in England, Wales and Northern Ireland.

'Terms and Conditions' – The standard terms and conditions are set out in this document together with special or additional agreed in writing between the candidate and Connell Co-op College.

'JCQ' – The Joint Council for Qualifications.

'General Qualifications' – General Certificate of Education (GCE – A Level) or General Certificate of Secondary Education (GCSE).

2) What the College Will Do

Under the terms of this contract once the College application form is completed in full by the candidate and payment is received from the candidate, the College will make an exam entry and arrange for the candidate to take the examination at the College at the date and time set by the awarding body.

The College will enter the candidate for the exam in the season indicated on the application form subject to awarding body availability.

The College will issue the candidate with a personal examination timetable listing the exam dates and start times.

A statement of results will be emailed to the address provided on the application form. This will be sent on publication of results day.

Any certificate issued by the awarding body to the College must be collected and signed for at College. Only in exceptional circumstances will certificates be posted and candidates must accept that the college will not be held responsible if they are lost in the post.

3) Communications

The College will primarily communicate to the candidate by email to the address given on the application form, except for services above.

If the candidate does not have an email address communication will be limited and by second class post.

4) Fees and Payments

The fee payable is stated on the published application form.

All fees must be received by the closing date given in the External Candidate Information.

Payment should be made by cash or cheque. Cheques should be made payable to Connell Co-op College. Bank transfer is possible, please contact Mrs Howarth for information.

Fees are non-refundable.

5) Cancellation

The candidate may cancel this agreement at any time providing that it is done within and before the date of the examination. The College will not refund any part of the fees.

The College may cancel the contract if the candidate is unable to meet their obligations under the terms of this agreement.

6) General Conditions

The candidate is responsible for providing the College with all accurate information as requested by the awarding body and for notifying the College with any change to information.

The candidate is responsible for complying with all the rules and regulations of the JCQ, the details of which can be found at their website: www.jcq.org.uk

The candidate is responsible for ensuring that they have read and understood the awarding body specification for their chosen subject.

The College may refuse to accept the application and fee from any candidate without reason.

The College will only provide written examinations at the College premises.

The College cannot accept an exam entry that contains coursework, controlled assessment, language orals or any form of practical that requires work to be marked internally.

The College and its facilities will not be available to the candidate.

The College will not give any teaching or tuition.

The college will not provide any references, predicted grades or results for UCAS or any other body or organisation.

The candidate is responsible for complying with the normal standard of behaviour of a college student whilst on the premises and the College has the right to refuse the candidate entry to the premises.

7) Personal Data

The candidate agrees to the College processing personal data as defined in the Data Protection Act 1998 contained in the application form for any purpose(s) reasonable required to ensure the provision of the services. By registering for an examination the candidate is agreeing that the data provided as part of the entry process will be passed to the awarding body for the same purpose(s) The candidate must also agree and acknowledge that if they apply for an educational course where the examination result is used in the admissions process the Awarding body will provide the candidates personal data to the institution(s) to which the candidate has applied and to UCAS.

8) Force Majeure

The College will not be liable to the candidate for any failure or delay or for the consequences of any failure in delay in performance of the Contract. If it is due to any event beyond the reasonable control and contemplation of the School including, without limitation, acts of God, extreme weather conditions, war, industrial disputes, protests, fire, tempest, explosion, act of terrorism and national emergencies.

9) This contract

The contract shall be governed by the laws of England and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.