



Preliminary information

Further to your enquiry regarding accommodating your examinations, places offered to private candidates are limited and subject to conditions. This preliminary entry does not guarantee you will be accommodated at this centre.

You should fully complete sections 1-4 of the preliminary entry form on pages 2-3 by inserting your responses in the white boxes provided. The form must then be signed (electronic signature accepted) and dated to confirm your understanding. Your form will not be processed until all requested information and supporting evidence (where required) is provided.

The deadline for returning the completed form is 1 December 2026 unless resitting GCSE English Language or Maths in November, in which case the deadline is Friday 25 September 2026.

If the centre is able to accommodate your entry/entries, you will receive a provisional entry confirmation and a payment request for examination entry fee(s) and the centre's administration fee which is currently £30. Via ScoPay.

Final entries will not be submitted to the awarding body until the payment request has been paid.

In case of query, please contact Mrs Jo Tyler (Exams Officer) or Mrs Karen Laird on 01452 338400 or exams@strs.org.uk

Points to note

- You are responsible for ensuring the exams office receives all your entry/entries information on time
- Should your exam entry/entries and use of the centre's exam accommodation incur additional or other fees, including extra invigilation costs, these will be charged at a later date once the examination timetable is finalised; these additional fees, where incurred, must be paid at least one week before the examination is due to take place.
- This centre reserves the right to withdraw your entry/entries if any amount remains outstanding
- The centre cannot accept responsibility for any amendment fees that become due if you fail to give sufficient notice to make any necessary changes to your entry/entries information
- Should you decide to withdraw your entry/entries you will only be entitled to any refund amount that is issued by the awarding body concerned. Refunds will only be made by awarding bodies for a limited time after the entry deadline has passed and this varies dependent on the awarding body.

PRELIMINARY ENTRY FORM

Please complete the white boxes below in BLOCK CAPITALS

Section 1 PERSONAL DETAILS		Are you registered at another centre?	YES / NO Circle your response
Surname		First name	Middle name(s)
Title	Gender	Date of birth	Email address
Address (including postcode)		Contact telephone number(s)	Enter any previous known exam numbers (not applicable to STRS students)
			UCI:
			ULN:
Section 2 EXAMINATION DETAILS			
Qualification type e.g. GCSE	Awarding body e.g. AQA	Exam series (month & year) e.g. June 2023	
Specification (Subject) title	Specification (Entry) code (include option code if applicable)	Unit entry code(s) (if applicable for a unitised specification)	
		N/A	
Qualification type e.g. GCSE	Awarding body e.g. AQA	Exam series (month & year) e.g. June 2027	
Specification (Subject) title	Specification (Entry) code (include option code if applicable)	Unit entry code(s) (if applicable for a unitised specification)	
		N/A	
Qualification type e.g. GCSE	Awarding body e.g. AQA	Exam series (month & year) e.g. June 2027	
Specification (Subject) title	Specification (Entry) code (include option code if applicable)	Unit entry code(s) (if applicable for a unitised specification)	
		N/A	

Section 3 ACCESS ARRANGEMENTS or other information relevant to your entry

Are you eligible for access arrangements in examination(s)? Appropriate evidence must be provided to support this

YES / NO Circle your response If YES, provide details here:

This does not guarantee access arrangements approval. Further communication on this will follow in due course. Consideration will be given to any access arrangements or reasonable adjustments that may need to be put in place. Where appropriate, the centre will lead on the required processes in identifying the need for, requesting and implementing access arrangements.

Section 4 IDENTIFICATION – photographic ID is required to verify your identity (current STRS students do not need to provide this)

Driving Licence Number **OR** Passport Number

Copy of photo driving licence OR copy of photo page of passport must be attached¹

Confirmation statement

By signing here, I am confirming I understand all information and points to note on pages 1 and 2 of this document:

.....

Date of signature:

FOR EXAMS OFFICE USE ONLY

Initial payment received £	YES/NO
Evidence to support AA received	YES/NO
Copy photo-ID attached	YES/NO

¹ If the centre agrees to accommodate your exam(s), the original of this photo-ID must be brought to each exam