



Ex-student preliminary request to sit external exams in Summer 2027

Preliminary information

Further to your enquiry regarding accommodating your examinations, places are restricted and are offered to ex-students in the subsequent academic exam series to the year they left the school and is 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 page 2 by inserting your responses in the white boxes provided. The form must then be signed to confirm your understanding and dated. 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 **15th January 2027**.

You will be responsible for paying the awarding bodies exam entry fee plus £25 admin fee per qualification.

If Hazelwick school is able to accommodate your entry/entries, you will receive a provisional entry confirmation and an invoice for the cost of the examination and admin fees.

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

In case of query, please contact Mrs Wendy Keeley on 01293 403344 ext 2371 or examsoffice@hazelwick.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 two weeks 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.
- If you were entitled to Access Arrangements and these have now expired we would not be able to accommodate these.
- In the unlikely event that all external exams were cancelled, and the school had to enter teacher assessed grades, this would not be possible for ex-students. In these circumstances no grade would be awarded, and we would not be able to offer a refund for the entry fees.



Preliminary entry form

Please complete the white boxes below in BLOCK CAPITALS

Section 1 PERSONAL DETAILS			
Surname		First name	Middle name(s)
Title	Gender	Date of Birth	Email address
Address (including postcode)			Contact telephone number(s)
			Home:
			Mobile:
Section 2 EXAMINATION(S) DETAILS			
Qualification type e.g. GCSE	Awarding body		Exam series (month & year)
Specification (Subject) title	Specification (Entry) code (include option code if applicable)		Unit entry code(s) (if applicable for a unitised specification)
Section 3 ACCESS ARRANGEMENTS or other information relevant to your entry			
Were you eligible for access arrangements in examination(s)? YES/NO			
Section 4 IDENTIFICATION – photographic ID is required to verify your identity on the day of exams			

Confirmation statement

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

..... Date of signature:

FOR EXAMS OFFICE USE ONLY	
Initial payment received £	YES/NO
AA arrangements still in date (if applicable)	YES/NO
SOE Issued to candidate	YES/NO
SOE returned	YES/NO
Timetable issued to candidate	YES/NO