

Private/External candidate: Registration Form

Preliminary Information

The form must be completed, signed and dated by the candidate to confirm understanding. Your form will not be processed until all requested information, supporting evidence (where required) and deposit payment is provided. A separate form is required for Access Arrangements.

Please return the completed form to the exams officer (exams@st-thomasmore.southend.sch.uk)

Deadlines for returned forms are: 1st October for November 2025

1st February for June 2026

If the centre is able to accommodate your entry/entries, you will receive a response from the exams officer in approximately 7 working days; as we are a working school, some periods in the term are busier than others and may delay a response. We are closed during school holidays.

In case of query, please contact the exams office exams@st-thomasmore.southend.sch.uk

Points to note

- ▶ The candidate (or guardian) is responsible for ensuring the exams officer receives the **correct** entry information in a timely manner.
- ▶ This centre reserves the right to withdraw your entry/entries if any amount remains outstanding.
- ▶ Any checking deadlines issued during the process are based on dates set by the awarding bodies, it is important these are adhered to as further fees could become payable if amendment dates are missed. 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

A non-refundable registration fee of £50.00 is due with submission of this form. Payment can be made via the website [Private/External Candidates](#)

Registration fee is deducted from the total fee once confirmation of place has been made

Section 1 PERSONAL DETAILS (CANDIDATE)– the name you would like to appear on your certificate				
Surname		First name		Middle name(s)
Title	Gender	Date of Birth	Address (including postcode)	
Email Address – this will be used when sending timetables and results				
Details of Parent/guardian (if applicable)				

Are you (please circle/complete where relevant):		
In Education If so, please state school you attend:		
Taking a resit If so, please state school you attended:		
Home Educated		
Enter any previous known exam numbers below. These can be found on results slips or certificates or requested from your school/previous school. They will link you to any exams that you have already undertaken, keeping all your results accessible. This is especially important if you are resitting an exam that has an endorsement linked to it – such as any A-level Science or GCSE English Language.		
UCI (Unique Candidate Identifier):	ULN (Unique Learner Number):	
Section 2 EXAMINATION(S) DETAILS (Please complete as fully as possible, use a separate sheet if necessary)		
Exams Series (delete as appropriate)	Awarding body / Exam Board	Qualification – GCSE/iGCSE or A-Level
June / November		
Subject/s	Entry Code/s (if known)	
Section 3 IDENTIFICATION - photographic ID is required to verify your identify		
Please attach a copy of your ID to this form. If you do not have either forms of ID please include an up to date photo of yourself. This can be taken with a phone. It is purely for our exam team to identify the candidate on exam day to ensure the correct papers are provided.		

By signing I confirm that I understand all of the information and points to note on page 1 and page 2 of this document

Candidate Signature: **Date:**

Parent/guardian signature: **Date:**