

# MACCLESFIELD TUTORIAL COLLEGE

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BE A QUALIFIED SUCCESS

## EXAMINATION BROCHURE 2024-2025

Please visit our website for further useful information and for current offers and discounts

[www.macclesfieldtutorialcollege.com](http://www.macclesfieldtutorialcollege.com)



# MACCLESFIELD TUTORIAL COLLEGE

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Dear Candidate,

Thank you for your enquiry about taking your examinations at Macclesfield Tutorial College.

Enclosed is the paperwork associated with your application, including scale of fees and charges. You should have received the examination application form separately.

Please return the Application form preferably by email. Retain the brochure for reference. If email is not available, then please return the application form by post.

The College handles many examination subjects for a variety of examination boards at GCSE/IGCSE, A Level and other awards. In some cases, all the candidates in one of our exam rooms may each be taking a different paper. **It is therefore very important that the information you give us is full and accurate.**

It is also important that the fees are paid promptly, as outlined in the accompanying paperwork.

The procedures involved are:

1. Read the enclosed information very carefully – it answers most of your questions.
2. Read the information (for private candidates) on the exam board websites.
3. Complete and return the Examination Application Form.
4. Pay the *non-returnable* fees to MTC (entries will only be made upon receipt of payment).
5. Complete and send the relevant Coursework information authentication forms.
6. Receive and check your Statement of Entry, confirming examination, examination dates, personal details and sessions.
7. Make arrangements with MTC about non-exam assessments if applicable.
8. Pay any extra charges for late entries and for modifications to entries.
9. Submit any coursework via MTC by the required dates.
- 10. On the day of the examination, attend 30 minutes before our published start time – be present at 8:30am for a 9.00am exam and 12:30pm for a 1:00pm exam.**
11. On 'Results Day' obtain results from MTC.
12. Receive exam certificates from MTC.

Please do not hesitate to contact us if you have any queries about your examination entries.

Thank you once again for your interest in sitting exams with – we wish you the best of luck!

*Toby Vintin*  
Head of Centre

Macclesfield Tutorial College  
CLOSING DATES FOR EXAMINATION ENTRIES

**PLEASE NOTE: ALL EXAM ENTRIES SUBJECT TO EXAM BOARD AVAILABILITY**

**Last Dates to submit Exam Entries for October/November 2024 Exams:**

**GCSE Maths / English**

**26<sup>th</sup> September 2024**

Late fees applied from **27<sup>th</sup> September 2024**

Extremely Late fees applied from **28<sup>th</sup> October 2024**

***Cambridge International Examinations (CIE):***

**IGCSE / International O-Level / International A/AS Level**

**13<sup>th</sup> September 2024**

Late fees applied from **14<sup>th</sup> September 2024**

Extremely Late fees applied from **23<sup>rd</sup> September 2024**

**Edexcel IGCSE All subjects**

**6<sup>th</sup> September 2024**

Late entry fees applied from **7<sup>th</sup> September 2024**

Very Late fees applied from **10<sup>th</sup> October 2024**

Extremely Late fees applied from **21<sup>st</sup> October 2024**

**Last Dates to submit Exam Entries for Summer 2025 Exams:**

**GCE / GCSE**

**12<sup>th</sup> February 2025**

Late entry fees applied from **13<sup>th</sup> February 2025**

Very Late fees applied from **14<sup>th</sup> April 2025**

**Edexcel IGCSE**

**14<sup>th</sup> March 2025**

Late entry fees applied from **15<sup>th</sup> March 2025**

Very Late fees applied from **14<sup>th</sup> April 2025**

“GCE” involves AS and A Level examinations.

**Functional Skills – Assessed throughout the year.**

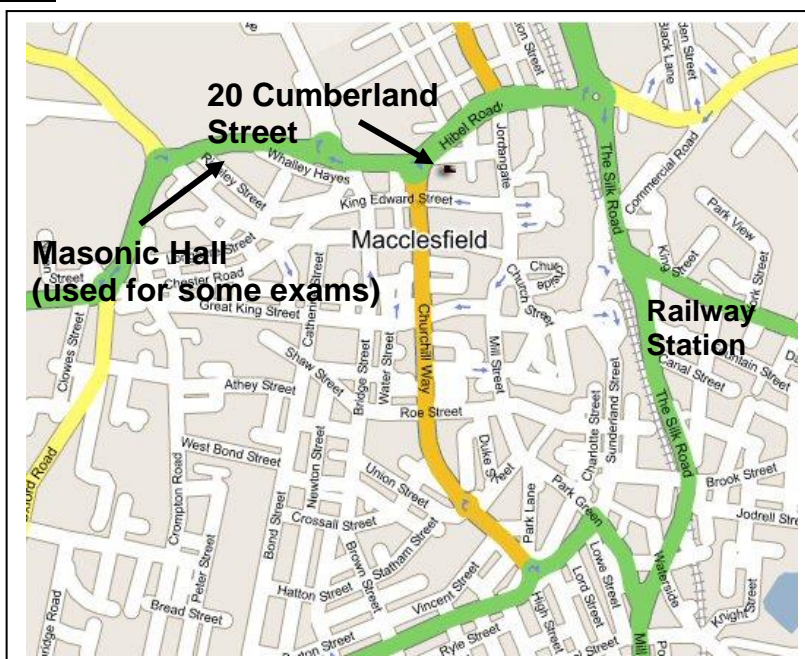
Entries: By arrangement. Please contact us.

# Information and Application Forms for Entry to Examinations for Internal and External (Private) Candidates

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## How to find us



# Macclesfield Tutorial College

## Private Candidate Checklist – this is for your own records

Please note that most of these tasks are essential for your exam entries and are not optional!

### HAVE YOU....?

Date completed by you

- Read the introductory letter
- Read the private candidate information – refer to links on Page 7 of the MTC Examinations Brochure

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### BEFORE WE CAN PROCESS YOUR ENTRY.... have you?

- Completed all sections of the application form fully & clearly
- Sent us your application form
- Paid your fees in full
- Sent us your ID & authentication
- Let us know about any Access requirements
- Returned evidence of need for Access Arrangements including evidence of need for extra time if appropriate
- Arranged for dyslexia testing where appropriate

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### BEFORE WE CAN PROCESS YOUR COURSEWORK.... have you?

- Kept a copy of your coursework
- Received your pre-release material for coursework/controlled assessment, where applicable. Please see page 8 of the MTC Examinations Brochure.

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### AND ... have you?

- Received and checked your Statement of Entry (name, date of birth, UCI number, subject of entry etc)
- Taken note of the dates and times of your examinations
- Prepared photo ID to bring to each examination (passport/driving licence)

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This may seem a lot to do, but it is in your own interests to make sure all the paperwork is complete. Any delay may mean that your entry arrives late with the examination board who will levy extra charges.

**Please remember to attend morning exams at 8:30am**  
**Please remember to attend afternoon exams at 12:30pm**

PLEASE RETAIN A COPY OF THIS PAGE FOR YOUR REFERENCE

# Information and Application Forms for Entry to Examinations for Internal and External (Private) Candidates

**Please read this brochure carefully, print it off, and keep it in a safe place for reference**

This is to outline our service to you and to emphasise your own responsibilities in preparing for your examination(s) and fulfilling the regulations laid down by the Examination Boards.

In addition to catering for our own part-time and full-time candidates we accept private candidates who wish to enter for Functional Skills, GCSE/IGCSE, GCE AS and A Level examinations. We can also offer other examinations in some circumstances including English as a foreign language.

As a private candidate you may be studying completely independently, you may be having some instruction privately or via an online course, or be in some other situation. If you are receiving help with your studies, your tutor may be able to help to a greater or lesser extent with prompting you on the administrative and course requirements. We do help where we can, but it is your responsibility to see that all administrative and coursework requirements are met, as all courses differ in their requirements and they differ from examination board to examination board.

PRIVACY POLICY – Macclesfield Tutorial College will only use personal information provided to us in your application for the purposes of examination entry and to communicate arrangements pertaining to your exams. We will never provide your details to third parties.

## Advice from Exam Boards

Exam boards provide additional information for private candidates which you are strongly advised to read. For example:

AQA <http://www.aqa.org.uk/student-support/private-candidates>

WJEC <https://www.wjec.co.uk/home/student-support/private-candidates/>

OCR <https://www.ocr.org.uk/students/private-candidates/>

Edexcel <http://qualifications.pearson.com/en/support/support-for-you/students.html>

Cambridge International Examinations <http://www.cambridgeinternational.org/>

## Making the Correct Entry

Before making an application to sit an examination at MTC, 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 subject for each board, for example, that the specification is available to private candidates, if applicable. This information may be found on the examination boards' websites.

Useful web site addresses at the time of writing are:

[www.cie.org.uk](http://www.cie.org.uk)   [www.aqa.org.uk](http://www.aqa.org.uk)   [www.edexcel.org.uk](http://www.edexcel.org.uk)   [www.ocr.org.uk](http://www.ocr.org.uk)   [www.wjec.co.uk](http://www.wjec.co.uk)

In order to process your application accurately and efficiently, it is imperative that you specify the appropriate Subject Title and Codes for all units you wish to be entered for. The correct codes can be found in the subject specification but the exam boards generally also publish lists of their codes on their websites.

It is **your responsibility** to ensure you note the correct titles and codes on your application. MTC accepts no responsibility for private candidates entering the incorrect examination specification.

Each examination board publishes lists of titles and associated codes. Links to the appropriate web pages for each of the exam boards can be found on the MTC website in the 'Examination Centre' section.

**\*\* Be sure to use the most up to date version for your chosen examination series \*\***

Please contact us should you have any questions or are uncertain about the correct codes for your chosen subject(s).

## Candidates' individually produced work

(Coursework, Modern Language speaking/writing tests, Science practical tests)

You need to pay particular attention to coursework requirements, which differ from subject to subject and exam board to exam board, before making your application to enter for the examination through us. The exam code entered on the application form may depend on which coursework options apply to you.

Some examination boards do not allow private candidates to enter the coursework option in some subjects; if this is the case, an extra written paper or a practical examination may be taken instead.

Some coursework has to be marked by the examination board, and some by a tutor.

Possibilities include the following:

### 1. Internally assessed coursework marked by one of our tutors and moderated by the exam board

Coursework and completed Private Candidate Record Form(s) must be submitted (and marked if required) by **22<sup>nd</sup> March 2024**. Please note the additional cost involved if you require one of our tutors to mark your work prior to moderation. Marking is subject to tutor availability.

These dates are important because we must forward the coursework for moderation before the exam board deadlines, usually by the beginning of May. Macclesfield Tutorial College accepts no responsibility for coursework which is handed in late. Please also **RETAIN A COPY** of all of your coursework as it is not unknown for coursework to be lost in the post.

### 2. Coursework (Boards other than AQA)

Coursework is to be carried out under various levels of supervision by the examination centre, so we will arrange

- all elements of Coursework Task Taking and Task Marking, including any elements of preparation and analysis prior to the Task Taking;
- to undertake authentication of Coursework Tasks;
- to keep your work securely between sessions;

You must be available on the dates and times specified by MTC to undertake all elements of Coursework. This can include the time for writing-up as well as any research and analysis sessions. All elements with high or medium levels of control must be undertaken either within this Centre, or externally with centre supervision. The timings of these sessions will vary but writing-up sessions can be as long as six hours and research and analysis sessions can be as long as 20 hours. Additional costs are incurred for preparation time for Coursework.

If you wish to be entered for an examination which includes Coursework, you will be required to enroll as an internal candidate at Macclesfield Tutorial College. Please contact your examination board to ascertain their exact conditions. Enrolment will involve additional costs.

### 3. Modern Foreign Languages

For language oral examinations, examiners can be appointed by MTC when they are available. Sometimes board-appointed examiners will visit our centre, or in exceptional circumstances the examination board may require the candidate to visit a different centre. Additional costs are associated with this service - see the enclosed price list. These tests will be held **before the end of April** for the summer exam series.

### 4. Science Practicals (GCE)

Practical skills feature prominently whichever board and specification you choose but the precise requirements may vary. The JCQ Awarding Bodies, AQA, Edexcel, OCR and WJEC/Eduqas, are consistent and assess candidates against Common Practical Assessment Criteria (CPAC) whilst candidates selecting to follow a Cambridge International Examination (CIE) specification will have their understanding and application of practical



skills assessed during timetabled examinations. We have outlined the different structures below to ensure you are well informed when making an application.

Whichever option you choose, time spent in a laboratory honing your skills and techniques will be invaluable.

You can apply to sit your practical endorsement with MTC and book laboratory sessions with one of our tutors. Lab sessions can also be booked as preparation for the CIE practical exams. Each session provides sufficient time for *at least one practical and often two* but this may vary dependent upon candidate ability and further sessions may be required. By purchasing an MTC Science Practicals package you have the opportunity to:

- meet the requirements of the A level science practical endorsement, or
- undertake valuable preparation for the CIE science practical examinations
- develop the practical skills which will be required as you move on to university and into the workplace
- acquire a more in-depth knowledge of your science subjects and improve your grades

There are three ways to book the practical endorsement with MTC:

1. **Individual lab sessions.** This is the most flexible option and the best choice if you are unable to commit to a timetable. Book individual lab sessions on an ad-hoc basis and work towards the completion of the mandatory practical activities.
2. **Purchase a science practicals package.** Enjoy the benefits of one to one tutor support and a timetable constructed to meet your need. If you wish to build a schedule of lab time to fit around work, family and other commitments, this popular option will work for you.
3. **Subscribe to a science practicals class.** Classes run on fixed dates and involve 4 consecutive days of lab time. This is the most cost effective way to attempt the practical endorsement.

<b>1 Practical</b>	<b>1 One to One Laboratory Session</b>	<b>£250 PLUS VAT</b>	
<b>3 Practicals Package</b>	<b>1 Day One to One Laboratory Time</b>	<b>£500 PLUS VAT</b>	<b>33% SAVING!</b>
<b>6 Practicals Package</b>	<b>2 Days One to One Laboratory Time</b>	<b>£900 PLUS VAT</b>	<b>40% SAVING!</b>
<b>12 Practicals Package</b>	<b>4 Days One to One Laboratory Time</b>	<b>£1,700 PLUS VAT</b>	<b>43% SAVING!</b>
<b>12 Practicals Class</b>	<b>4 Days Group Laboratory Time</b>	<b>£900 PLUS VAT</b>	<b>70% SAVING!</b>

PLEASE NOTE:

- i) A laboratory session is a morning or afternoon session of approximately 3 hours. A day of laboratory time means consecutive morning and afternoon sessions, incorporating a break for lunch.
- ii) We endeavour to schedule each day of laboratory time at the candidate's convenience but this is subject to laboratory and tutor availability.
- iii) Science Practicals Packages can only be used for a single subject (Eg. a practicals package cannot be split between biology *and* chemistry).
- iv) Practicals classes are only available on fixed dates and have associated terms and conditions. Please see our website, [www.macclesfieldtutorialcollege.com](http://www.macclesfieldtutorialcollege.com) for further information.

Disclaimer:

1. Unless you book the complete number of required practicals (6 for AS Level, 12 for A Level), due to limited laboratory and tutor availability, we cannot guarantee timetabling of the minimum number of practical activities for your level of study. We do however make every effort to enable the candidate to complete the required practicals in the allotted time. Availability for both the tutor and the laboratory will become increasingly difficult as the deadline for completing the endorsement is approached. If you book a package and are unable to adhere to the agreed timetable, the College cannot guarantee being able to reschedule any sessions missed which could, under certain circumstances, mean the endorsement is not passed.

2. In each session, the number of practicals completed will be dependent upon candidate ability and speed. If a student fails to complete the targeted number of practicals in the designated lab session, further sessions will need to be purchased at an additional cost to the student.
3. Completion of the minimum number of practicals does not guarantee a pass for the endorsement.

## 5.1 Science Practical Endorsements with AQA, Edexcel and OCR

For GCE AS and A Level courses in Biology, Chemistry and Physics with Edexcel, AQA and OCR, the assessment of practical skills is a compulsory requirement of the course. It will appear on all students' certificates as a separately reported outcome (Pass/Unclassified), alongside the overall grade for the qualification.

The arrangements for the assessment of practical skills is common to each of the JCQ awarding bodies and includes:

**A MINIMUM OF 12 PRACTICAL ACTIVITIES FOR A FULL A LEVEL QUALIFICATION**

**A MINIMUM OF 6 PRACTICAL ACTIVITIES TO SUPPORT AN AS LEVEL QUALIFICATION**

### What is the Practical Endorsement?

As per the cross-board statement on CPAC:

The assessment of practical skills is a compulsory requirement of the course of study for A-level qualifications in biology, chemistry and physics. It will appear on all students' certificates as a separately reported result, alongside the overall grade for the qualification.

The arrangements for the assessment of practical skills are common to all awarding organisations. These arrangements include:

- A minimum of 12 practical activities to be carried out by each student which, together, meet the requirements of Appendices 5b (Practical skills identified for direct assessment and developed through teaching and learning) and 5c (Use of apparatus and techniques) from the prescribed subject content, published by the Department for Education. The required practical activities will be defined by each awarding organisation in their specification;
- Teachers will assess students using Common Practical Assessment Criteria (CPAC) issued jointly by the awarding organisations. The CPAC are based on the requirements of Appendices 5b and 5c of the subject content requirements published by the Department for Education, and define the minimum standard required for the achievement of a pass;
- Each student will keep an appropriate record of their practical work, including their assessed practical activities;
- Students who demonstrate the required standard across all the requirements of the CPAC will receive a 'pass' grade;
- There will be no separate assessment of practical skills for AS qualifications;
- Students will answer questions in the AS and A level examination papers that assess the requirements of Appendix 5a (Practical skills identified for indirect assessment and developed through teaching and learning) from the prescribed subject content, published by the Department for Education. These questions may draw on, or range beyond, the practical activities included in the specification.

In order to achieve a pass, students will need to:

- develop these competencies by carrying out a minimum of 12 practical activities, which allow acquisition of the techniques outlined in the requirements of the specification;
- consistently and routinely exhibit the competencies listed in the CPAC before the completion of the A-level course;
- keep an appropriate record of their practical work, including their assessed practical activities;

- be able to demonstrate and/or record independent evidence of their competency, including evidence of independent application of investigative approaches and methods to practical work.

The practical activities prescribed in the subject specification will provide opportunities for demonstrating competence in all the skills identified, together with the use of apparatus and techniques for each subject. However, students can also demonstrate these competencies in any additional practical activity agreed and selected with the guidance of the tutor which covers the requirements of appendix 5c.

### **Do I have to obtain the Practical Endorsement?**

For a Private Candidate, taking the Practical Endorsement is NOT compulsory in order to obtain an overall grade, however, please note:

1. If a candidate does not pass, or opts to omit the practical endorsement, their final certificate will show the endorsement as “Unclassified”
2. Many UK universities and further educational establishments require an applicant to have passed the practical endorsement in order to enter into an undergraduate course. We recommend that each student verifies whether that is the case for their preferred institution(s).
3. Overall, 15% – 25% of the marks for all A Level Science courses from AQA, Edexcel and OCR will examine the candidate’s knowledge of practical skills. In order to be able to answer these questions, students need to have acquired competence in the appropriate areas of practical skills. The Practical Endorsement covers all required practical skills.

It is a requirement of the UK examination regulator, Ofqual, and therefore each of the JCQ examination boards (AQA, Edexcel, OCR, WJEC), that candidates be given the opportunity to take the Practical Endorsement *at the same centre where they are entering the exams*. What this means is:

**Unless an exam centre can also offer you the opportunity to undertake the Practical Endorsement, you CANNOT be entered for an A Level Science qualification there, even if you elect to opt out of taking the Endorsement altogether.**

If you choose to apply for an AQA, Edexcel or OCR AS/A Level Science qualification without attempting the practical endorsement, you will be required to complete and sign the Macclesfield Tutorial College Practical Endorsement Waiver form.

### **How does it work?**

To enter for AQA, Edexcel or OCR AS or A Level Science exams with us, the entry cost can be calculated as the per unit entry cost detailed on the [Exam Entry Fees](#) page on our website *PLUS* the cost of at least 6 or 12 practicals respectively, if you opt to sit the practical endorsement.

## 5.2 Science Practical Requirements with Cambridge International Examinations

Science examinations with Cambridge International Examinations differ from those with AQA, Edexcel and OCR. For GCE AS and A Level Science courses with Cambridge International Examinations, candidates' experimental skills will be assessed by way of practical examinations. In Paper 3 and Paper 5, the questions may be based on subject matter not included in the syllabus content, but candidates are assessed on their practical skills rather than their knowledge of theory.

Paper 3 will be a timetabled, laboratory-based practical paper including 2 or 3 experiments, focusing on the following experimental skills in timed conditions:

- manipulation, measurement and observation
- presentation of data and observations
- analysis, conclusions and evaluation.

Candidates should be able to:

1. plan experiments and investigations
2. collect, record and present observations, measurements and estimates
3. analyse and interpret data to reach conclusions
4. evaluate methods and quality of data and suggest possible improvements.

We recommend that candidates undertake preparatory lab sessions in advance of the science practical exams in order to fully develop the skills and techniques which will be assessed. Mock exams can also be arranged.

### **CIE GCE Science with Macclesfield Tutorial College**

You can apply to sit your CIE Biology, Physics and/or Chemistry A Level exams with MTC and book practice laboratory sessions with one of our tutors.

#### **How does it work?**

To enter for CIE GCE AS or A Level Science exams with us, the entry cost can be calculated as the per unit entry cost detailed on the [Exam Entry Fees](#) page on our website ([www.macclesfieldtutorialcollege.com](http://www.macclesfieldtutorialcollege.com)) *PLUS* the cost of one practical session to cover the practical examination (Paper 3).

## Pre-release material

**When you and your tutor (if you have one)** read the specification, please look out for the date you are to expect receipt of any pre-release material, and be prepared to contact MTC at the appropriate time. We recommend making an application at the earliest convenience in order to receive any pre-release material in good time. In the case of a very late entry, pre-release material is not guaranteed to be available. When any documents arrive at MTC pertinent to your entry we pass them on as soon as possible. However, it is your responsibility to ensure that you request any pre-release material at the appropriate time.

Examination boards do not send out pre-release material until they know that there will be candidates taking the relevant subject at the Centre so you may receive it later than you would expect. Some pre-release material may be available from the exam board web-sites.

**Some exams allow the use of set texts and/or dictionaries. The copy you bring to the exam must be free of all annotations.**

## Results and Certificates

Results may be obtained from MTC after 9am on published results days. Paper copies will be posted on the day of their receipt by our office, unless you arrange otherwise in writing. Certificates will be posted to you as soon as we receive them – this is usually about ten weeks after the results are published. If you want the results and certificates posting to an address which is different from the one shown on your application form, please let us know. MTC accepts no responsibility for posting to an incorrect address.

## Access Arrangements

In some cases, students have physical or health conditions, or social circumstances which might require that they are allocated access arrangements for their examinations: for example, extra time, special aids or modified papers. Please notify us **at the time of application** if you need any such help, so that we can apply on your behalf to the appropriate examination board. **Examination boards will expect current medical or other written evidence to substantiate the application so please return such evidence with your application.**

Please refer to the key dates published by the Joint Council for Qualifications (JCQ) for access arrangement application deadlines. MTC cannot guarantee access arrangements will be available if applications are received after the published deadline. <https://www.jcq.org.uk/exams-office/key-dates-and-timetables>

For further information, including application deadlines, please visit our website:

<http://www.macclesfieldtutorialcollege.com/access-arrangements-and-reasonable-adjustments/>

## Fees

Fees are payable on receipt of invoice. Your entry will not be processed until the whole fee is received. This fee covers one examination series only and is not refundable. Payment may be made by cash or by debit/credit card. **Please note that cheques cannot be accepted.** Bank Transfers must be accompanied by a confirmation e-mail from you so that we can check with our bank and update your account with us promptly. MTC reserves the right to cancel entries and return fees. MTC fees are not returned if the candidate withdraws from examinations already booked.

As a private examination centre, MTC has to charge fees for its services.

1. Your fees include:

- Provision for an exam centre which is open for advice and exam applications throughout the year;
- Provision for suitable accommodation for the exam sessions;
- Enables us to process your individual exam requirements, from application to certification;

- Helps to maintain a computer network and its online internet system to administer examinations.
  - Invigilation fees provide the correct level of supervision and support before, during and after exams.
  - The exam entry fees – set by the exam boards – are passed directly to the awarding bodies.
2. Additional fees will be charged to cover the extra provision of Science Practicals, Modern Language oral tests, controlled test administration and coursework, preparation and marking, which apply only to some candidates.

**Note – all MTC fees are non-refundable.**

Late entry and amendment fees are charged by MTC and by the exam boards to cover the extra work involved, often carried out at short notice.

### How to Enter for Examinations

1. The dates by which you must submit your exam entry to MTC are shown earlier in this brochure. Entries received after the due date will incur extra administration and exam board fees, and may even be rejected by the exam board and by MTC.
2. Complete and send the Examination Application Form:
3. Please ensure that you complete all relevant sections of the application form. Incomplete forms will be returned to you, which may result in your entry being submitted late. **MTC accepts no responsibility for codes entered incorrectly.** Please check carefully before you send in the form.
4. As soon as possible after sending your application form, please pay your fees. Entry cannot proceed until the fees are paid. MTC fees are non-returnable. We will provide a quote to all applicants upon review of the completed application form and follow up with an invoice once accepted. Payment must then be made by card or cash at the office, by card over the telephone or by bank transfer. Cheques cannot be accepted.

Please make sure that you let us know immediately, at the time of entry, if you are likely to have any special requirements, such as extra time for examinations, or any problems with access. Examination boards need to know this with the entries. If your request for these special arrangements is late, it may not be possible to meet your needs.

For candidates who need extra advice regarding the choice of examination specification (syllabus), assessment arrangements, and other exam procedures we can arrange a consultation session at a time to suit you. The fee is shown in the Scale of Fees section of his brochure. Otherwise **MTC accepts no responsibility for private candidates entering the incorrect examination for specification studied. This is solely the candidate's responsibility.**

**Please note we reserve the right to refuse to enter a prospective candidate.**

## Exam Sessions

**You need to attend at 8:30am for morning examinations and 12:30pm for afternoon examinations.**

This may differ from the exam board official start times. If, unusually, we have to change the start time or the venue of any examination, we will inform you directly.

Candidates must stay under supervision until one hour (or a period equal to the length of the examination, if less than one hour) after the official examination board starting time (9am & 1.30pm). For example, in the case of a short exam, say 45 minutes, starting at 1pm (time on the paper 1.30pm), a candidate's exam would finish at 1.45pm, but the candidate would not be able to leave until 2.15pm). Extra supervisory time above that required for the exam and its administration is not charged.

Candidates for Cambridge International Examinations should note that there are "key times" when candidates have to be under supervision. These times are 10am and 2pm in the summer and 9am and 1pm in the winter. This means that candidates must not leave or arrive after the key times. Prompt arrival for the exam is therefore vital, particularly for the winter exams.

Please note that there are some important dates before the main examination period, in particular the completion of coursework, controlled assessments, Science practical tests, oral tests in modern languages, pre-release material and some English options. Make sure that you know when these early arrangements are due.

**You should bring the following to each of your examinations:**

- **Photographic ID (passport or photocard driving license)**
- **All necessary equipment for your exam (pencil case, black pen etc)**
- **Some exams allow the use of set texts and/or dictionaries. The copy you bring to the exam must be free of all annotations and revision aids.**

All examination candidates are reminded that morning exams start at 9am and afternoon exams start at 1pm. This means that we need you to be present at **8.30am** or **12.30pm** in order for the exams to start on time.

## Late Arrivals for Exams

It is at Macclesfield Tutorial 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 because you have been held up in traffic or for any another reason, please let us know as early as possible on 01625 501440.

Extremely late and habitual latecomers may be charged extra for office administration time and it is at the discretion of the college whether you can sit your examinations. You may also be charged a fee for extra invigilation time.

## Disclaimer

Any advice given by staff of Macclesfield Tutorial College by any means is given without prejudice. It is the responsibility of the candidate and/or their parents or guardians to ensure entries are correct and that correct procedures are followed for the completion of the course and its examinations. We would refer you to the Macclesfield Tutorial College Examination Policy for further guidance, which can be found at [www.macclesfieldtutorialcollege.com](http://www.macclesfieldtutorialcollege.com).

## Further Information or Assistance

If you have any queries, please contact us on 01625 501440 or [office@macclesfieldtutorialcollege.com](mailto:office@macclesfieldtutorialcollege.com). We hope we can be of service.

## Post-Examinations

### Special Consideration

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, injury or other indisposition *at the time of the assessment* which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment. Written evidence of such circumstances will be required.

Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination. If you feel that your situation qualifies for special consideration, please speak to a member of MTC staff as soon as possible before or after sitting the examination, or speak with the invigilator at the time of the exam.

### Enquiries About Results

Post Results Services are available to candidates who have not achieved the grade(s) that they expected. While exam boards do everything they can to ensure the results they issue are accurate and reliable, grades do sometimes change on enquiries made after results. You may wish to pursue an Enquiry About Results (EAR). It is imperative that Macclesfield Tutorial College have a written request (using the candidate consent form available from the College) before processing a request. You will also need to pay the appropriate fee before enquiries can be made on your behalf. You must fully understand that your marks for a given assessment may change following an enquiry and this could result in subject grades being lowered or raised.

There are four EAR services available:

1. Clerical checks
2. Review of original marking
3. Review of original moderation
4. Access to scripts

Fees depend on which EAR you select.

For more information please contact us by telephone with your initial enquiry and we can help explain what your results mean and what options are available to you. Please note that there are deadlines for making these requests and these deadlines are strictly applied.



## Scale of Fees for Examination Candidates

All fees are non-refundable

### **GCE – AS and A2**

How to use the Scale of Fees

E.g. A full 4 unit A Level with no coursework or practical – 4 x £100.00 = £400.00 (plus VAT)

E.g. An A Level in Chemistry (AQA) – 3 x £100 = £300 plus cost of practical (plus VAT) (see below)

E.g. An AS in French (AQA) – 2 x £100 = £200 plus £107 for the oral unit (see below) totalling £307.00 (plus VAT)

### **Prices per Unit (not inclusive of VAT)**

Level	Type	Standard £ Per unit	Late £ (after MTC deadline)	Very Late £	Extremely Late £ (within one week of start of exam series)
AS/A2	Price per unit	100.00	150.00	204.00	248.00

### **Supplementary Entry Costs in Addition to the Price per Unit (not inclusive of VAT)**

Level	Type	Price Per Unit plus:			
AS/A2	Science Practical Endorsements <sup>1</sup>				
	1 Practical	Weekday: + 250.00	Weekday Evening (5-8pm): 375.00	Saturday: + 375.00	Sunday: + 500.00
	3 Practicals Package <sup>2</sup>	+ 500.00			
	6 Practicals Package <sup>2</sup>	+ 900.00			
	12 Practicals Package <sup>2</sup>	+ 1,700.00			
	12 Practicals Class <sup>3</sup>	+ 900.00			
	MFL Oral AS <sup>4</sup>	+ 107.00			
	MFL Oral A2 <sup>4</sup>	+ 162.50			

<sup>1</sup> See GCE Science Practicals section for full details. For External Examination Candidates only – a session is 3 hours of lab time (morning or afternoon). Multiple sessions will be required to complete all required practicals for A Level sciences from AQA, Edexcel and OCR. We also strongly recommend that CIE candidates book some practice sessions in our laboratory prior to taking their practical examination. This will be at an additional cost.

<sup>2</sup> Packages not available evenings nor weekends

<sup>3</sup> Classes are on fixed dates and terms and conditions apply. See [www.macclesfieldtutorialcollege.com](http://www.macclesfieldtutorialcollege.com) for further detail

<sup>4</sup> For External Examination Candidates only – we also strongly recommend that candidates book some practice sessions with the examiner prior to taking their oral examination. This will be at an additional cost. MFL refers to French, German or Spanish. Other languages available upon request, price upon application.

## Scale of Fees for Examination Candidates

All fees are non-refundable

### **IGCSE, GCSE and Functional Skills**

#### **Prices per Subject – iGCSE (not inclusive of VAT)**

Level	Subject Entry	Standard £ Per Subject	Late £ (after MTC deadline)	Very Late £	Extremely Late £ (within one week of start of exam series)
IGCSE	Any subject excluding those listed below	193.00	339.00	484.00	535.00
	First Language English (inc. Oral)	274.00	395.00	565.00	734.00
	MFL <sup>5</sup>	312.00	469.00	637.50	807.50
	MFL <sup>6</sup>	246.00	395.00	565.00	734.00
	Double Award Science	323.00	565.00	807.00	990.00
	ICT	408.50	715.50	964.00	NOT ACCEPTED

#### **Prices per Subject – GCSE (not inclusive of VAT)**

Level	Subject Entry	Standard £ Per Subject	Late £ (after MTC deadline)	Very Late £	Extremely Late (within one week of start of exam series) <sup>7</sup> £
GCSE	All subjects with no controlled assessments/orals/practicals	193.00	339.00	484.00	535.00

#### **GCSE Subjects requiring controlled assessments (not inclusive of VAT)**

Level	Subject Entry	Standard £ Per Subject	Late £ (after MTC deadline)	Very Late £	Extremely Late (within one week of start of exam series) <sup>7</sup> £
GCSE	MFL including oral <sup>8</sup>	274.00	395.00	565.00	616.00
	English Language including oral	274.00	395.00	565.00	616.00
	History	193.00	339.00	484.00	535.00
	Single Science	193.00	339.00	484.00	535.00
	Dual Science (Synergy)	243.00	426.00	609.00	663.00
	Dual Science (Trilogy)	336.00	580.00	830.00	904.00
	Geography <sup>9</sup>	193.00	339.00	484.00	535.00
	Further preparation for practicals/orals	40.00 per hour	50.00 per hour	NOT AVAILABLE	NOT AVAILABLE

\*\* Other Subjects available upon application. All services subject to availability \*\*

<sup>5</sup> This price includes 2 hours preparation with a tutor for the oral exam. MFL refers to French, German or Spanish. Other languages available upon request, price upon application.

<sup>6</sup> This price for exam entry only and is available to candidates who do not wish to have any MTC preparation for orals. MFL refers to French, German or Spanish. Other languages available upon request, price upon application.

<sup>7</sup> Practicals/Orals/Controlled Assessment carried forward only

<sup>8</sup> Candidates taking examinations with coursework with MTC may be required to enrol as Associate Students for that academic year: see Additional Fees for price. MFL refers to French, German or Spanish. Other languages available upon request – price on application.

<sup>9</sup> This price is for exam entry only. Fieldwork investigation price on application

<b>Prices per Subject – Functional Skills: Written Papers (not inclusive of VAT)</b>		
<b>Level</b>	<b>Subject</b>	<b>Standard £</b>
FS	Maths (Level 1 or 2)	193.00
	English (Level 1 or 2) <sup>10</sup>	299.00
<b>Functional Skills: Onscreen Exams</b>		
FS	Maths (Level 1 or 2)	223.00
	English (Level 1 or 2)	329.00

### **Further Additional Charges (not inclusive of VAT)**

<b>Supplementary Charges</b>	<b>£</b>
For entry to oral exams only - i.e. the written papers taken elsewhere	100.00 per unit
Coursework submitted late	70.75
Excess laboratory time during practicals	84.25 per hour or part thereof
Amendments to original entry	From 25.00 per item (in addition to any board fees)
Transferred Candidate – Science Practical	127.00 per unit
Transferred Candidate – Non-Science Subject	76.00 per unit
Examination Consultancy – by prior arrangement	36.00 per hour or part thereof
Extra Supervision due to timetable clashes	30.00 per hour
Sundry Items	36.00
Coursework Fees – Preparation and Marking (excluding orals and practicals)	45.00 per hour (A Level: 10 hours minimum)
Speaking tests for GCSE and IGCSE Oral Endorsements English	45.00
Associate Student Enrolment Fee <sup>11</sup>	60.00
Further examination prep	40.00 per hour (GCSE) 50.00 per hour (A Level)

MTC reserves the right to amend its charges without notice at any time.  
All prices are listed not inclusive of VAT.

<sup>10</sup> Fee for English Functional Skills includes oral examination

<sup>11</sup> Students taking controlled assessments, practicals, coursework or oral examinations with MTC are required to enrol as Associate Students for that academic year.

## Withdrawals

Withdrawal of entries can be accepted but there is no refund of fees.

Fees paid cannot be carried forward from one exam series to another *except on medical grounds or where exceptional circumstances apply*. Any request for fees to be carried forward must be accompanied by satisfactory supporting evidence.

- Where students are simply absent for an exam there will be no refund of fees.
- If withdrawal is requested due to medical reasons, a credit (less an administration fee) will be held on the applicants MTC examination account for use by the same candidate making an examination application within the following 12 months. Any such credit expires 12 months after the date on which it was credited to the applicant's account.
- Any withdrawal request made on medical grounds must be accompanied by satisfactory supporting medical evidence, such as a doctor's note.

## APPENDIX 1

### **Notice to Candidates (issued by the Joint Council for Qualifications)**

**For written examinations – Effective from 1 September 2022**

This notice has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your tutor.

#### **A Regulations – Make sure you understand the rules**

1. Be on time for all your examinations. If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the examination.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. You **must not** take into the exam room:
  - **Notes;**
  - **An iPod, a mobile phone, a MP3/4 player or similar device, or a watch**

**Any pencil cases taken into the exam room must be see-through.**

**Remember:** possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

5. If you have a watch, the invigilator will ask you to hand it to them.
6. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7. Do not talk to or try to communicate with or disturb other candidates once the exam has started.
8. You **must not** write inappropriate, obscene or offensive material.
9. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10. Do not borrow anything from another candidate during the exam.

#### **B Information – Make sure you attend your exams and bring what you need**

1. Know the dates and times of all your exams. Arrive at least thirty minutes before the start of each examination.
2. If you arrive late for an exam, report to the invigilator running the exam.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5. You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

## **C Calculators, Dictionaries and Computer Spell-checkers**

1. You may use a calculator unless you are told otherwise.
2. If you use a calculator
  - a. make sure it works properly; check that the batteries are working properly;
  - b. clear anything stored in it;
  - c. remove any parts such as cases, lids or covers which have printed instructions or formulas;
  - d. do not bring into the examination room any operating instructions or prepared programs.
3. Do not use a dictionary or computer spell checker unless you are told otherwise

## **D Instructions during the examination**

1. Always listen to the invigilator. Follow their instructions at all times.
2. Tell the invigilator at once if:
  - a. you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - b. the question paper is incomplete or badly printed.
3. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4. Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.
5. Remember to write your answers within the designated sections of the answer booklet.
6. Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.

## **E Advice and assistance**

If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.

1. Put up your hand during the exam if:
  - a. you have a problem and are in doubt about what you should do;
  - b. you do not feel well;
  - c. you need more paper.
2. You must not ask for, and will not be given, any explanation of the questions.

## **F At the end of the exam**

1. If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2. Do not leave the exam room until told to do so by the invigilator.
3. Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## APPENDIX 2

### GCSE and Functional Skills Non-Exam Assessments

**This document, produced on behalf of all exam boards, tells you about some things that you must and must not do when you are completing your work. Before you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Controlled Assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

**The regulations state that:**

**“the work which you submit for assessment must be your own”;**

**“you must not copy from someone else or allow another candidate to copy from you”.**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2011.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

**If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.**

#### **Preparing your work – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don’t leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don’t need. Work that will be assessed should be stored securely, with Macclesfield Tutorial College, through your Tutor.

## Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own (including essays from online essay banks). **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

1. Markers can spot changes in the style of writing and use of language.
2. Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
3. Internet search engines and specialized computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

1. the piece of work will be awarded zero marks;
2. you will be disqualified from that unit for the examination series in question;
3. you will be disqualified from the whole subject for that examination series;
4. you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

***In addition to the above we would refer all our candidates to Macclesfield Tutorial College's Examination Policy Appendix A Coursework Policy for further guidance at [www.macclesfieldtutorialcollege.com](http://www.macclesfieldtutorialcollege.com).***



## APPENDIX 3

### **GCE Coursework and External Candidates**

All the examination boards have their own rules in relation to external candidates and MTC must abide by these. Consequently, if a candidate does not comply with the instructions/requirements of their particular exam board then MTC will not accept their entry for coursework.

#### **Edexcel and OCR – Private Candidates**

Coursework is required by MTC well in advance of the dates by which MTC must submit the work to the board. These dates are published in the examinations brochure, in the *Candidate's individually produced work* section.

Your coursework is assessed and authenticated by MTC to be in line with exam board requirements

Private candidates must enrol with and have an agreement with MTC regarding the assessment of any work. Coursework is required by MTC well in advance of the dates by which MTC must submit work to the exam board.

#### **AQA – Private Candidates**

When you attend MTC as an internal student MTC will supervise, authenticate and assess the centre assessed work. The candidate does not need to nominate an authenticator, as a tutor at MTC will authenticate the work.

#### **WJEC – Private Candidates**

WJEC is to be satisfied that private candidates observe the regulations for preparation and submission of coursework.

Work must be assessed and authenticated by MTC to be in line with WJEC requirements.

Therefore, private candidates must enrol with and have an agreement with MTC regarding the assessment of any work. Coursework is required by MTC well in advance of the dates by which MTC must submit the work to WJEC.

#### **CIE – Private Candidates**

CIE is to be satisfied that private candidates observe the regulations for preparation and submission of coursework.

Work must be assessed and authenticated by MTC to be in line with CIE requirements.

Therefore, in some circumstances private candidates must enrol with and have an agreement with MTC regarding the assessment of any work. Coursework is required by MTC well in advance of the dates by which MTC must submit the work to CIE.