

# Private candidate information



Cambridge International School



Please read the information below on general information, pricing, entries, and terms and conditions carefully BEFORE completing the entry form.

## General information:

In 2023 the CIE examinations will be held from 2<sup>nd</sup> October – 17<sup>th</sup> November 2023. Students should be aware that Cambridge examination dates are fixed and must be sat at the timetabled date and time. Candidates must check for any clashes with their school's examinations or events prior to submitting this form. The timetable can be found online: <https://www.cambridgeinternational.org/Images/373327-november-2023-timetable-zone-6.pdf>

Wentworth Computer Science College is unable to provide the following examinations to private candidates:

- Any examinations in the week 2<sup>nd</sup>-7<sup>th</sup> October (other than 8021)
- Any language examinations that have a practical spoken component
- Any examinations which also have an internally assessed component

**Please note: We are unable to offer Access Arrangements/Special conditions (e.g. extra time, reader/writer, computer use) for Private Candidates.**

Below is the list of examinations we have confirmed that we will be running for our own students. If you wish to do examinations other than these, there will be additional charges due to the additional costs of staffing invigilation, administration and rooming for these exams. If you wish to do a subject not in this group of exams, please contact [privatecandidates@wentworth.school.nz](mailto:privatecandidates@wentworth.school.nz) for a price. Pricing may differ depending on the dates and times of the exams.

Syllabus Code	Syllabus Title	Qualification
0417	Information and Technology	IGCSE
0475	Literature in English	IGCSE
0478	Computer Science	IGCSE
0580	Mathematics (w/o Coursework)	IGCSE
0610	Biology	IGCSE
0620	Chemistry	IGCSE
0625	Physics	IGCSE
8021	English General	GCE AS Level
8681	Chinese Language	GCE AS Level
9618	Computer Science	GCE AS Level
9700	Biology	GCE AS & A Level
9701	Chemistry	GCE AS & A Level
9702	Physics	GCE AS Level
9708	Economics	GCE AS & A Level
9709	Mathematics	GCE AS & A Level
9715	Chinese	GCE AS & A Level

### Examination fees:

- IGCSE, AS or A2 subjects **from above list**: \$375 per subject
- Full A Level **from above list**: \$425 per subject
- *\*Surcharge of \$100 per subject applies for subjects with practical exams eg, physics, chemistry, computer science etc*

These fees are all-inclusive and cover **administration, Cambridge examination fees, invigilation, and courier costs.**

### Entries and Terms and Conditions

- Candidates are responsible for and must provide accurate and correct information. Names must be as written on passport. Ensure an accurate email address is provided as this is how we will communicate with you.
- Candidates are responsible for entering the correct syllabus and component codes. Please complete the form carefully.
- The school must receive a fully completed application form and full payment **before** entries are made.
- Students are also responsible for understanding the syllabus and exam requirements of the subjects in which they are entering.
- Wentworth Computer Science College takes no responsibility if the student enters an incorrect code on their application form or incorrectly interprets syllabus requirements.
- Failure to pay the fees on time may incur late entry penalties, or may mean missing the application deadline and the candidate will not be entered. The Parents and candidate agree to comply with school policies regarding the payment of the Fee.
- Once entries are confirmed, Wentworth Computer Science College will forward a Statement of Entry to each candidate. Individual candidates are responsible for checking all details on the Statement of Entry. If there are any errors, candidates must let the Cambridge coordinator, Mr Charles Wilkinson know immediately by email - [cwilkinson@wentworth.school.nz](mailto:cwilkinson@wentworth.school.nz).

### Request for a refund of examination entry fees

1. The College will consider all requests for a refund of examination entry fees. Requests should be made in writing to the College as soon as possible after the circumstances leading to a request. Once an entry has been made and the College has paid the entry fees to CIE, all refund requests will be dependent on the CIE refund rules. NOTE: CIE does not often approve refund requests once entries have been confirmed
2. A request for a refund should provide the following information to the College:
  - a) The name of the student
  - b) The circumstances of the request
  - c) The amount of refund requested
  - d) The name of the person requesting the refund
  - e) The name of the person who paid the fees
  - f) The bank account details to receive any eligible refund
  - g) Any relevant supporting documentation such as receipts or invoice.

### Non-refundable fees

3. No refunds are provided by Cambridge International for candidates withdrawing after the deadline entry date.
4. The School is unable to refund some fees. The following fees relate to expenses that the School may have paid or will incur as a result of receiving an application for enrolment and cannot be refunded:
  - a. Non refundable fees from Cambridge: Once purchased, the school is unable to refund fees that are not refunded by Cambridge.
  - b. Portion of Unused Entry Fees

### No shows on the day

5. If the Student fails to turn up to an examination on the day, a refund will **not** be provided

### Behaviour

Wentworth Computer Science College students will be sitting their examinations and private candidates will be taking their examinations alongside them. Private candidates must be respectful towards staff members and Wentworth students at all times, and conduct themselves in a manner that will not be disruptive to other candidates. We will **not** tolerate:

- a) Physical or verbal abuse.
- b) Spitting, fighting, assault or harassment of any kind.
- c) Any form of disrespectful language - swearing and bad language in English or your own language.
- d) Anyone interfering with the teachers exam invigilation or other students right to take the examination in peace.
- e) Any smoking, drugs or alcohol or vaping.
- f) Any refusal to follow instructions the first time they are given.
- g) Vandalism or theft of property of others, including school property. Offenders must pay for damage that is intentional or caused by carelessness.
- h) Damage to College property in any way.

### Results

Wentworth Computer Science College will issue you with login information to be able to access your results. For any issues with results, please contact [privatecandidates@wentworth.school.nz](mailto:privatecandidates@wentworth.school.nz)

To be read and signed by the parent, and the student

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Parent Signature:

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Parent Name:

Date:

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Student Signature:

Date:

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