

# Ark Education Centre

388, Unit 2, High Road, Ilford, Essex, IG1 1TL  
Tel: 020 3441 7272 | E mail: info@arktuition.co.uk

*Passport size  
photograph of the  
candidate.*

## Private Candidate Exam Application Form

Please write in BLOCK CAPITALS

### Candidate Details

First Name

Middle Name(s)

Last Name

Date of Birth  DD/MM/YY Age

Gender  Type M or F

Unique Candidate Identifier (UCI)  12-digit number and a capital letter

Unique Learner Number (ULN)  10-digit number

Home Address

Town  Postcode

Email Address

Mobile Number

Home Telephone

Do you require additional time in exams  State Yes or No

If Yes, Do you have a valid medical certificate?  State Yes or No

Additional information/Special learning requirements

### Exam registration details

Exam series :  Year :

	Exam Board	Qualification	Subject	Subject Codes/Unit Codes	Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total cost</b>				£ -

**How did you hear about us?**

- Website       Outside Banner       Google Search       Flyer / Leaflet  
 Recommended by a friend       Other .....

**Terms & Conditions**

As per the Data Protection Act, the information on this form will be held both electronically and as a hard copy for the purposes of Candidate account administration within Decca Group Limited and will be destroyed when the Candidate leaves permanently, and the Candidate account is closed. Data will not be disclosed to any external party without Candidate's express written consent. Candidates must provide a valid Photo ID (Current Valid, Passport or Current Valid Driver's Licence) and the completed signed application form to be able to register for the exams. The Centre may request a Passport Photograph for exams of Certain Exam Boards, which must be provided by the candidate.

Once the requested documents and completed application form is accepted by the Centre, the candidate will be given an invoice which should be used to make a payment via online banking / bank transfer or Cash at the Centre by the deadline shown on the invoice. The registration will only be confirmed once the payment has been received in full.

By paying the invoice, candidate agrees he/she understand the Terms and Conditions on this application form and that the fees paid here are non-refundable under any circumstances. Until the full payment is paid one week before the first registration deadline set by the examination , the candidate is not guaranteed a place at the examination series. In the event of examination cancellation by the government or the examination board, the candidate will receive the opportunity to take the examination at the next available series.

Deferred payments or instalments will not be accepted under any circumstances. If additional units or subjects are required after the initial registration of entries, these must be paid for in full (inclusive of any late entry fees where relevant) before the initial entries are amended.

The Candidate is responsible for providing the Centre with all accurate information as requested by the Awarding Organisation and for notifying the Centre with any change to the information.

Once registered (Usually within 5 working days from the date of cleared payment) a Statement of Entry will be sent to the candidate's email address. Please check over the Statement of Entry carefully for any errors and notify any errors/concerns to the exam officer immediately.

The Candidate is responsible for complying with all the rules and regulations of the Awarding Organisation and/or Joint Council for Qualifications (JCQ) the details of which can be found at their website [www.jcq.org.uk](http://www.jcq.org.uk). Centre has the right to refuse and deny entry to examinations of any candidate not adhering to the examination rules and regulations.

The candidate is responsible for ensuring that they have read and understood the Awarding Organisation specification for their chosen test.

The Centre cannot accept an exam entry that contains Coursework, Controlled Test, Language Oral or any form of practical that requires work to be marked internally.

The Candidate is responsible for complying with the normal standard of behaviour of a Student whilst on the premises and the Centre has the right to refuse the Candidate entry to the premises.

Candidates must familiarise themselves with the Centre Information as detailed on the Frequent Asked Questions on <http://www.arkexamcentre.co.uk/faq.html> and must contact the Exams Officer or Head of Centre for any questions or clarifications.

**I have read the Fee Schedule and Terms & Conditions, which I acknowledge, form part of the agreement hereby arising.**

Signature of Candidate

(Where the form is sent via e mail, please enter name and email)

Date

D	D	M	M	Y	Y
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Additional information