



# Geneva English School Terms and Conditions For External Candidates

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Updated September 2025

As a private candidate, you take full responsibility for the accuracy of information supplied in the registration form. Geneva English School cannot be held responsible for mistakes in the completion of your form. You MUST familiarise yourself with the rules of examinations and certification as issued by your exam board. These are available on the exam boards' websites.

### 1. Data protection

- According to General Data Protection Regulation (GDPR) and Swiss Federal Act on Data Protection (FADP), the information on this form will be held both electronically and/or as a hard copy for the purposes of student account administration within Geneva English School.
- We will forward to you details to the awarding bodies for the purpose of exam registrations. We will fill in application forms and make entries on your behalf and submit applications adhering to their terms and conditions.
- If your application requires access arrangements, your data may be shared with the relevant bodies for approval.
- Data will not be disclosed to any other external party without your consent.

### 2. Document Checklist – To be included with the application

- Photo ID (to be scanned and emailed back to [exams@geschool.ch](mailto:exams@geschool.ch)): a valid passport, valid photographic identity card, are acceptable. For other forms of ID, please email the Exams Officer.
- You are required to bring your original Photo ID with you to the exams.

### 3. Exams and registration

- You are solely responsible for answering all questions in the application form honestly, completely and to the best of your knowledge and also for ensuring that all details are correct, for example, entry codes. Failure to do so may lead to incorrect exam registration and not being able to sit for exams.
- Geneva English School cannot be held responsible for mistakes in the completion of your form.
- Amendment fees will be payable by you if amendments are requested after the deadline.

- Please note that the original exam certificates will be sent to the billing address on file. If you need the certificates to be sent to another address, please contact the exams Officer
- Please note that all the correspondence will be conducted via emails so we strongly recommend you to check your email inboxes and/or spams regularly to avoid any miscommunications. Should you fail to do so, Geneva English School is not responsible for any consequences this might have on your sitting the exams or on your results.
- You are solely responsible for ensuring that any exam or services you register for meet your needs. Geneva English School is not responsible for your grades or exams marking as we only facilitate exams on behalf of exam boards.
- Please provide your existing UCI and/or ULN, which you will find on previous UK-based certificates and Statements of Entry, along with your school's Centre Number. If you have never taken British examinations or have only ever taken Cambridge examinations, you do not have a UCI or ULN number. In this case, we will create one for you.

#### 4. Accuracy of Entry Codes

- It is vital that you provide clear, unambiguous information with regard to the examinations you wish to be entered for. This means correct unit codes and (where relevant) option details.
- Please note - if the information supplied by prospective candidates is missing or in any way misleading or ambiguous, the entry will not be accepted.
- If you provide us with a valid entry option code but you discover during the examination that you have provided a code that is incompatible with the topics/themes/subject areas you have studied and, therefore, prepared for, we will be unable to rectify the situation. Entry fees will NOT be refunded under these circumstances. Therefore, it is vital that you check the entry codes at the time of application and highlight any required changes before the amendment deadline.

#### 5. Access arrangements

Prospective private (external) candidates who require extra time in their examinations should inform Geneva English School at the time of registration. Supporting

documentation for additional time allowances is also expected at this time. Special requirements and extra time requests must be approved by the exam board/SENCO of the allocated centre.

All students who require access arrangements have to provide ALL (but not limited to) of the following documents:

- The most recent Educational Psychologist's Report for the candidate, including results of all tests.
- Examples of recent pieces of written work by the candidate, preferably in the subject(s) the candidate is seeking to take at Geneva English School as a private (external) candidate. In addition, to comply with JCQ regulations external candidates may be requested to attend mock examinations or timed controlled assessments with the access arrangement in place in order to confirm that the access arrangement remains appropriate.
- The Joint Council for Qualifications (JCQ) Form 8 (all three sections 1, 2 and 3) which should have been completed and signed by an appropriately qualified specialist assessor at the candidate's previous school, as part of their application for additional time in examinations on behalf of the candidate. Unsigned forms will not be accepted; an electronic signature is acceptable. You must also provide a copy of the qualification certificate of the assessor who signed the completed form 8. We also require a completed and signed current JCQ Data Protection Notice.
- External (private) candidates may need to pay for additional services when preparations are being made to meet access arrangements requirements.
- Any requests for access arrangements linked to a medical condition must be backed up by a valid, up to date consultant doctor's certificate or hospital letter which describes the circumstances in as much detail as possible, and makes clear how the examination performance will be affected by the medical condition and/or any side effects caused by drugs which have been prescribed. A letter from a general practitioner (GP) is not sufficient, and will not be accepted; the evidence must come from a consultant specialist dealing in the particular medical field for which the access arrangement is being sought.

IMPORTANT: under no circumstances will we accept applications from potential private (external) candidates who bring us out of date and/or incomplete documentation, promising to rectify the situation at a later date. Likewise, no applications for access arrangements will be considered after the deadline shown in the sections on how to enter for AS/A level and GCSE / IGCSE examinations. We regret that we cannot guarantee we will accept every

application from potential private (external) candidates requiring access arrangements. Our decision whether to accept a particular application is final and non-negotiable.

## 6. Exam Fees

Fees for examinations will be issued by invoice. Examination entries will only be made and confirmed once the invoice is paid. To prevent incurring additional 'late' entry fees, the payment must be made before the 'on-time' entry deadlines set by Geneva English School (specified below):

January 2026 exam series: 10th October 2025

June 2026 Exam series: 7th March 2026

Late entries are possible but will be subject to higher fees, please contact the Exams Officer for more information.

## 7. What is covered by your examination entry fees?

When you register as a private candidate at the Geneva English School, you will be entered for the correct examinations in the name given in your proof of identity; and we undertake to:

1. Provide you with your Examination Statement of Entry ("timetable")
2. Solve any timetable clashes for examinations at the Geneva English School
3. Send you any relevant pre-release material at the earliest possible opportunity
4. Organise all your examinations efficiently
5. Administer the examinations in accordance with JCQ regulations, under invigilation, at our exams centre
6. Ensure that your scripts are sent by secure delivery methods to the examination boards
7. Provide you with your results on a relevant day(s), plus information on post-results services
8. Provide you with any post-results services you may request once these have been paid for

## 8. Refunds and cancellations

- Cancellation requests must be sent to [exams@geschool.ch](mailto:exams@geschool.ch). No refunds will be issued for applications submitted after the entry deadline.
- Where Government public health guidance leads to changes in the registered exams, refunds will not be available, but Geneva English School will use reasonable endeavours to consider all other alternatives for the student.
- Refunds will NOT be issued in the event of cancellation or failure to turn up for the examination at the correct time under any circumstances. In the event of exceptional circumstances – for example, a period in hospital which prevents the candidate from taking an examination – JCQ's special consideration process will be followed.

#### 9. Statement of Entry and Exam Clashes

- When your registration and payment is processed, a Statement of Entry will be sent to your email address.
- It is your responsibility to check the Statement of Entry carefully for any errors and notify us as soon as possible (within 3 days of issue) to resolve any issues by sending an email to [exams@geschool.ch](mailto:exams@geschool.ch).
- Clashes between examinations taking place solely at the Geneva English School will be resolved by the Exams Officer, adhering strictly to JCQ guidance.
- We can only resolve clashes between AS / A Level and/or GCSE / iGCSE examinations that are sat in our exam centre. Prospective private (external) candidates who have other examinations e.g. university exams that clash with the examination(s) a candidate wishes to take at the Geneva English School, should not apply to us as we will not accept the application. If a candidate registers with us as a private (external) candidate and withholds information from us about examination entries elsewhere which cause a clash, there will be no refund of entry fees from us if the candidate is unable to arrive at the Geneva English School on time for their exams. It is the responsibility of prospective private (external) candidates to ascertain the dates of any other examinations and check that they do not clash with the proposed examinations here before applying to us. A candidate who arrives late for the examination(s) at Geneva English School due to a clash with another examination will not be guaranteed the full time of the examination and, depending upon how late he or she arrives, risks being marked absent on the official examination attendance register and not being allowed into the examination room at all. Again, in such circumstances, there will be no refund of examination entry fees paid to the Geneva English School. The JCQ late arrival process will be adhered to in all circumstances.

#### 10. Exam regulations and conduct – on the exam day

Regulations, including those set by government regulators, require you commit to the following:

You will adhere to all our policies when on our premises and when communicating with our staff. Threatening and abusive behaviour will not be tolerated and will always be reported to the Awarding Bodies and appropriate authorities.

- You must arrive on time.
  - All morning exams commence at 09:30 (doors open at 09:00)
  - All afternoon exams commence at 14:00 (doors open at 13.30)
- You must bring your photo identification and all other required documents itemised in the list sent to you by email before the examination day.
- You must bring the correct stationery required to complete your examinations. No other items are allowed into the exam room, including bags, mobile phones, headphones etc.
- No food or drink is allowed in the exam room. Only water in clear plastic bottles with no labels or markings is permitted.

We reserve the right to evict a candidate from an exam in the event of breaches to the above, or for any act which disrupts other candidates and staff. Eviction will also apply where a candidate is caught writing on tables or damaging fixtures and furnishings.

## 11. Results day and certificates

- Results may be collected in any of the following three ways:
  - Delivery to a Swiss address – free of charge: If you prefer to have your certificate delivered to a Swiss address, the accurate details for delivery are required:
    - Recipient's full name
    - Recipient's contact number
    - Full address
  - Delivery to an overseas address: costs will vary: If you require the certificates to be delivered to an overseas address, please note that associated delivery costs will be determined by the selected logistics company. The preferred address for arrangements are requested:
    - Recipient's full name
    - Recipient's contact number

- Full overseas address
  - Postcode
- Pick-up from the Exam Centre – free of charge: You may choose to collect your certificate in person from our exam centre. Preliminary notification (in writing) of the date and time you wish to collect your certificate is required and must fall within regular office hours, i.e. 09:00 to 17:00 CET, Mondays to Fridays (excluding bank holidays).
  - Exam centre address: Geneva English School, Rte de Suisse, 160, 1290 Versoix
  - Photo ID is required
  - Or, the written consent for someone else to pick up the certificates on your behalf. A copy of the photo ID of the person collecting the results is required.

## 12. Courtesy

Most students who apply to be private (external) candidates are friendly and polite. On very rare occasions, we encounter people (in person or by telephone) who fall short of accepted standards. All applicants should be aware that no centre is obliged to take on a private (external) candidate and that examination boards will not intervene if a centre refuses to accept an individual as a private (external) candidate. As with all other examination centres, we reserve the right to refuse to accept a prospective private (external) candidate and we are not obliged to give a reason if we decide not to accept an application. Our decision whether or not to accept an application from a private (external) candidate is final and non-negotiable.

Prospective private candidates will be asked to sign the above Terms and Conditions to prove they have read and understood them before payment is accepted and entries are registered.