



SUMMER 2021

Guidance for Private Candidates

17 May 2021 – Version 2.0

Guidance for Private Candidates

1. Background

Due to the ongoing pandemic, exams are cancelled for summer 2021. Schools and colleges will produce Centre Determined Grades for their learners, for approved GCSE, AS and A level, and Skills Challenge Certificate qualifications in Wales.

2. Arrangements for private candidates

You are a private candidate if you do not study at a school or college and are not entered for qualifications by a school or college. Some examples are:

- School-age learners who are educated at home by their parents or carers, or private tutors
- Adults who study independently
- Learners who study with a distance learning provider that does not offer exam entry

You may also be a private candidate if you study at school or college, but you also study an additional subject that is not offered at your school or college, for example a language like Latin or Russian.

Depending on whether you already know a school or college that has agreed to enter you for a qualification, there are two possible routes for you to take if you are a private candidate. These routes apply to approved Wales-only GCSE, AS and A level, and Skills Challenge Certificate qualifications offered by WJEC only.

Separate arrangements are in place for learners taking GCSEs and AS and A levels offered by other awarding bodies (see section 7). The term 'centre' used in the guidance below refers to a school, college or other educational establishment that has learners attend their site for teaching and assessment.

3. Routes for private candidates in summer 2021

The table below shows the two routes for the assessment of private candidates in summer 2021.

Route A – Centre-assessed route	Route B – Centre-hosted route
If you know a school or college that has already agreed to enter you for a qualification and carry out assessment of your work, this can continue as planned.	If you do not know a school or college, you will be able to find one that will enter private candidates in your region of Wales on a list published by Welsh Government You will be able to approach these centres directly.
Your Centre Determined Grade(s) will be produced in the same way as for learners who attend the school or college.	You will go to the school or college site to complete some of the required assessments and submit a portfolio of

	work which may include work already completed. WJEC’s examiners will mark your work, following the same guidance used by schools and colleges, to produce your grade.
You will be able to request a centre review of grades, if required.	You will be able to request a review of grades, if necessary. WJEC will carry out this review.

These two routes mean that every private candidate will have access to Wales-only approved qualification grades this summer.

Whilst there are some differences between these two approaches, they represent fairness for all learners.



4. How to enter as a candidate

If you have already been entered for a qualification as a private candidate and your original centre has confirmed it is still willing to carry on with your assessment, then that can continue as planned. You should not swap centres.

If you have not yet been entered, then an entry can be made for you with WJEC **up to 26 April 2021**. After this date, entries will not be accepted if you are following route B. If you are following route A, you may be accepted at the discretion of the centre, if there is sufficient time for your assessments to be completed. A late entry fee will then apply.

5. Summary of what centres entering private candidates will do

The table below explains what centres will do if they enter you as a private candidate via the centre-assessed route or a centre-hosted route. You will see that some parts of the process are the same for both routes.

Route A – Centre-assessed route	Route B – Centre-hosted route
Centres that have already agreed to enter private candidates known to them will:	Centres on the list of centres willing to host private candidates will:
Agree entries for approved qualifications.	Accept requests for entries for approved qualifications.
Tell you how you will be assessed. This will be the same as for learners who already attend the school or college. Make arrangements for your assessments in line with details in WJEC’s Qualification Assessment Frameworks and Guidance on grading.	Tell you how you will be assessed, based on information that will be provided by WJEC. This will include general requirements about the assessments, submitting your portfolio of work and authenticating your work (show it is yours). Provide you with an assessment profile form, which you will need to return to the centre, for sharing with WJEC.
	

Submit entries to WJEC **by 26 April 2021**.

Arrange for your payment of the entry fees.

Identify and confirm whether you have any entitlement to access arrangements (this relates to whether you are entitled to any reasonable adjustments). This could require assessment at the centre, ahead of an application for access arrangements to WJEC. Support may also be available on a local basis via local authorities. WJEC could confirm if you have a current, live approved access arrangement, and the nature of the arrangement, with your permission.

Arrange when you will visit the site to complete any necessary on-site assessments, and submit a portfolio of work and liaise with your tutor/education provider (which may be your parent/carer) about its authentication. This could be any time up to 11 June 2021.

Administer/supervise the completion of assessment tasks on-site, ensuring access arrangements are in place, as necessary.

Arrange on-site assessment so that it complies with current public health advice.



Route A – Centre-assessed route

Implement overall approaches that are in line with the centre's assessment policy, such as when assessments will take place. Some of these are covered in the stages above and your work will also need to be considered as part of the centre's quality assurance processes.

Complete a decision-making record for you, including a rationale for the decision on your grade, taking into account special consideration, if necessary.

Fulfil the requirements of the review of grade process and Stage 2 appeals process, if you request it. Tell you the outcome of any review of grade, and/or Stage 2 appeal, by WJEC.

Route B – Centre-hosted route

Send your completed assessments to WJEC. (If you are unable to take the assessment(s) on the agreed day(s), then an alternative time will need to be arranged.)

If you need to have special considerations taken into account, the centre will need to tell WJEC.

If you request a review of the grade, and/or a Stage 2 appeal, the centre will inform WJEC of this request. Tell you the outcome of any review of grade, and/or Stage 2 appeal, by WJEC.

Note – Centres have been provided with more detailed information about the processes and procedures for entering private candidates in the [Guidance for centres entering private candidates](#).

6. Summary of what WJEC and others will do for you if you have entered as a private candidate via the centre-hosted route

Centre-hosted route only

WJEC will:

Communicate assessment requirements with you, via your host centre. This may involve telling you the areas of the specification that will be assessed.

Consider the information you provide on the assessment profile form, for example whether you require reasonable adjustments such as extra time or assessment materials in Braille or in a larger font, or if there are some areas of the specification you have not been able to cover due to disruption caused by the pandemic.
Inform your host centre of the assessments that will be required. These are likely to be adapted past papers for the on-site assessments, as well as a portfolio of your work.
Advise your host centre about submission of assessment evidence to WJEC. This could be any time up to 11 June 2021.
Arrange for the marking of all your work and the production of a grade.
Ensure appropriate quality assurance processes are in place to support the accuracy of those judgements within the qualification and across other qualifications.
Produce a decision-making record of the grade judgement and provide this to your host centre, for sharing with you. This should include a rationale for the judgement made.
Carry out a review of grade, if you request it. This will be overseen by a person not involved in the original decision (this does not prevent the original decision maker from being part of the review process) ¹ .
Inform your host centre of the outcome of the review of grade.
Finalise your grade.
Carry out an appeal of grade, if you request it. This will be carried out by someone who did not produce your grade or complete a review of grade.
Inform your host centre of the outcome of an appeal, if one was requested.

Qualifications Wales, Welsh Government and local authorities will continue to work together to support these processes, to secure suitable arrangements for private candidates.

Further information can be found in our [Guidance on alternative arrangements for approved GCSEs, AS and A levels](#).

Further detail regarding centre and WJEC processes and procedures can be found in our [Guidance for centres entering private candidates](#).

7. Private candidate entries for non-approved qualifications

These are offered by AQA, OCR, Pearson and WJEC Eduqas, and Ofqual and the Department for Education in England have agreed the approaches to be taken. The Joint Council for Qualifications (JCQ) has published [Interim Guidance for Private Candidate Centres](#) wanting to enter for these qualifications on its website, along with a [list of centres](#) that will make entries for private candidates. The majority of these centres are in England. Some centres in Wales may also be willing to enter private candidates for these qualifications and you should contact your nearest centre(s) directly about this.

Private candidates will also be able to ask certain organisations, such as distance learning providers, to make entries for them and carry out the necessary assessment of their work. There is only a limited period of time left for these organisations to accept entries since they need to put in place processes to allow them to assess you and produce a grade. An example

¹ Minor amendment to the information published in version 1 to reflect final appeals processes

of such an organisation is [Tutors & Exams](#), which can enter private candidates and assess them in a way which meets the requirements of the relevant awarding body. There are also other distance learning providers in the list of centres on the JCQ website.

Private candidates in Wales taking non approved general qualifications will be able to receive support via the Department of Education grant – provided there is not a centre in Wales to take them and that they are not receiving any other financial support towards their qualifications. More information on eligibility is available [here](#)