

## Notes for Examination Officers for use with Private Candidates 2009

Private candidates may apply to centres to take AQA Science GCSEs. Centres are **NOT** expected to host the practical session or mark the Investigative Skills Assignment (ISA) for the private candidate. They need only provide the written papers and the written ISA.

The Examinations Officer can discuss which units the private candidate wants to enter. The Examinations Officer will tell the private candidate the dates and times for the examinations. These can be found on the AQA website (<http://www.aqa.org.uk/admin/timetable.php>).

The Examinations Officer will enter the private candidate for each science unit at or before the appropriate final entry date.

The private candidate will view the ISA Topics in the Teachers' Notes, a new set of which will be published annually on the AQA website ([http://www.aqa.org.uk/qual/newgcse/science/new/sciencea\\_materials.php](http://www.aqa.org.uk/qual/newgcse/science/new/sciencea_materials.php)).

The private candidate will discuss with their tutor, or decide themselves, which investigation they wish to undertake. The private candidate will then contact the Examinations Officer to arrange:

- for the appropriate ISA to be printed for them
- a mutually convenient date for the private candidate to come to the centre to sit the ISA paper. A suggestion is to arrange a day that the Objective Tests are being taken or when an ISA test is being taken at the centre as this would reduce the amount of supervision required at the centre.

The private candidate will complete the experiment and produce table/s of results and graphs or charts of the results. The private candidate's tutor will validate that this is the private candidate's own work and complete the appropriate information forms which can also be found on the website. [http://www.aqa.org.uk/admin/p\\_private.php](http://www.aqa.org.uk/admin/p_private.php)

The centre will provide the private candidate with the ISA test on the mutually agreed date and the private candidate will take the test.

If the centre does not have the ISA CD the Examinations Officer should email Ask AQA at <http://www.aqa.org.uk/rn/askaqa.php> and "Ask a Question" about getting the CD. This will be passed through to the subject department

The private candidate should submit to the centre **at entry**:

- a signed Private Candidate Identification Form.(this form can be found on the AQA website) [http://www.aqa.org.uk/admin/p\\_private.php](http://www.aqa.org.uk/admin/p_private.php))
- a Private Candidate Coursework Information Form completed by the candidate and the tutor/authenticator (this form can be found on the AQA website [http://www.aqa.org.uk/admin/p\\_private.php](http://www.aqa.org.uk/admin/p_private.php))

The Private candidate should submit **with** the ISA:

- Private Candidate Record Form [http://www.aqa.org.uk/admin/p\\_private.php](http://www.aqa.org.uk/admin/p_private.php))
- table/s of results
- chart/s or graph/s produced from the table/s of results
- any paperwork regarding Access Arrangements you have been given (eg scribe, reader, Braille, helper). You can review the availability of access arrangements and how to get them on the AQA website at [http://www.aqa.org.uk/admin/p\\_special.php](http://www.aqa.org.uk/admin/p_special.php)

The Examinations Officer at the centre will retain the completed ISA and must send it to the moderator on or before 7 May with the rest of the ISA samples from that centre.

Private candidate's work must be put in an envelope marked "Private Candidate" with the candidate's name and candidate number to ensure that its significance is not lost within the rest of the centre's sample work.

The centre should complete the Centre Mark Form by writing "PRI" in the mark boxes for the private candidate. The moderator will mark the ISA test forward the mark to AQA. The marks of a private candidate are not included with those of the centre for league table evaluation.