

# Past paper request for private candidates completing international qualifications

## Who is this form for?

Private candidates who have entered for an International GCSE or International A level subject in an upcoming exam series, and who wish to access additional past papers, mark schemes and/or examiner reports for the purpose of exam preparation.

## What is a private candidate?

Private candidates are students who have not studied with the exam centre that makes their entry. Included in this group are, for example:

- School-age students who have been home educated.
- adults who have studied independently.
- students who have studied with a distance learning provider which does not offer exam entry.
- students at a school or college who have studied an additional subject outside of the school or college; and
- students returning to their former centre to resit a qualification.

## Who should complete the form?

The form should be completed by the private candidate themselves, or by the private candidate's parent or guardian.

Private candidates sitting international qualifications who have made an entry for the upcoming session with the British Council should contact the British Council to request access to locked exam materials.

Where private tutors are supporting private candidates to prepare for examinations, they should ask the private candidate or parent/guardian to submit the request form. Awarding organisations are not able to grant access directly to private tutors.

## Private candidate details

Full name of candidate
Candidate date of birth
Candidate UCI (if known)
Centre name(s) where candidate has been entered
Centre number(s) where candidate has been entered (if known)
Level(s) of qualifications entered for (e.g., International GCSE, International A level)
Title(s) of qualifications and qualification code(s) for which material is being requested
Full name of parent/guardian [if appropriate]
Email address (for receipt of materials)

## **Declaration**

By submitting this form, I am confirming that the following is true:

I am a private candidate/the parent/guardian of a private candidate (delete as appropriate) who will be taking the above examinations in an upcoming exam series and I am not registered with the British Council.

I hereby undertake to use the materials provided for the sole purpose of preparing for these examinations. I undertake not to share this material with anyone else and not to publish this material in any public forum, including but not limited to social media networks (Facebook, Twitter etc). I understand that sharing this material may constitute malpractice.

I will inform the entering centre that I have had access to this material.

I understand that papers may not be available for all qualifications.

## **Frequently Asked Questions**

### **What if I haven't made an entry yet?**

If you are intending to make an entry for an upcoming exam series but have not yet made an entry, you may still request materials. When you submit your request, you should include evidence (for example emails from a prospective centre) which confirm your intent to enter.

### **Can I share information with my private tutor?**

You may share information with a private tutor solely for the purpose of supporting you with your exam preparation. You must ask the private tutor not to share the material more widely or use it with any other candidate.

Awarding organisations are not able to grant access directly to private tutors. The request should be made by the private candidate or their parent/guardian.

### **Why do I need to tell my centre that I have had access to this material?**

You should inform the centre who has accepted your entry that you have had access to this material, because they may intend to use it for mock examinations.