Private Candidate Quotation Request for Written Examination Services Summer 2027

University College Isle of Man
Coleish-Ollooscoil, Ellan Vannin
a College of Further & Higher Education

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PLEASE NOTE: UCM Exams Office cannot advise you on how to prepare for an examination or which examinations to take. We provide facilities to private candidates for written examinations at GCSE / IGCSE / AS Level and A Level.
You may wish to check the qualification specification online or seek advice from a tutor before making your request for a quotation.

Please write clearly, to ensure your examination entry details are correct.

Surname

Forename(s)

Date of birth

Address

Postcode

E-mail

Contact number

UCI Number (if known)

UCM Candidate Number (if known)

Please complete the details below for the qualification(s) you wish to sit. There is a maximum of 4 subjects per application form.

AWARDING BODY	SUBJECT NAME / TITLE	EXAM ENTRY CODE	TYPE of QUALIFICATION	ENTRY LEVEL
Select from list			Select from list	Select from list
Select from list			Select from list	Select from list
Select from list			Select from list	Select from list
Select from list			Select from list	Select from list

An administration charge of £35 is payable per application form

Please check the details you provide are correct and are for the right level of entry. You may be asked to pay an additional charge to have your quotation amended if inaccurate information is provided or you need to change your request.

DEADLINE TO SUBMIT REQUEST FOR A QUOTATION - 18th December 2026

We advise you to make your request as early as possible. Providing you have completed all the necessary information, your quotation will be issued via email on or before **15th January 2027** and must be paid in full on or before **29th January 2027** for Cambridge examinations and JCQ examinations if you wish to be entered to sit the requested examination at UCM in Summer 2027.

If your request is outside the parameters offered above, please contact UCM exams office before submitting your request

PLEASE COMPLETE OVERLEAF

Notes for Candidate

1. Upon receipt of your application and £35 deposit. UCM will review your application and advise whether your request can be accommodated.
2. You will be sent a confirmation with full details and costs of the examination you have requested to sit, less the deposit paid.
3. No examination entry will be made until your completed confirmation form has been returned and all costs have been paid in full
4. You must complete the declaration and return your completed form before the stated deadline or your examination entry may be declined.

If you have any access arrangements, please contact us as soon as possible.

If you have any specific needs that will need to be accommodated, within the rules defined by the Exam Board regulations, e.g. access arrangements, you will need to provide appropriate evidence, that meets the Awarding Body criteria, before any access arrangements can be confirmed.

FURTHER INFORMATION FOR CANDIDATES

1. Requests for a quotation must be sent in advance of the deadlines stated and returned completed and paid in full by the UCM entry deadline. No requests for quotations or entries will be accepted after the deadline has passed.
2. Any request for amendments or additions to exam arrangements made after the exam entry has been booked, will incur an additional administration fee of £35.
3. UCM reserves the right to decline any request for a quotation or entry to an examination without cause to prioritise the needs of the staff and students of UCM.
4. Candidates are required to follow the UCM Exams Service Charter and adhere to all rules and regulations set by UCM and the Awarding Body. Any form of abuse or misconduct may result in you being removed from UCM and denied any opportunity to sit further examinations. A copy of the charter is available upon request or from www.ucm.ac.im.
5. No refunds will be given once an examination entry has been processed.
6. In the event that physical exams are suspended due to events beyond the control of UCM, such as the Covid pandemic, please note that your entry may be withdrawn and refunded. UCM will respond in accordance with the guidelines set by the awarding bodies and local policy and attempt to provide an alternative to the examination if it is available.
7. The deposit paid to request a quotation will be deducted from your exam entry quotation, however please note the deposit is non-refundable and will not be refunded should you decide not to proceed with the examination requested.
8. Refunds will not be given in cases of non-attendance at an examination.

DECLARATION

By submitting this form I agree that:

The information I have supplied is correct to the best of my knowledge, I agree to abide by UCM's Student & College Agreement, Code of Conduct and ICT User Agreement (which can be found as www.ucm.ac.im) and I understand that any personal data submitted on the application form will be processed for the purposes of education and training administration, including analysis for management and statutory returns.

Any information will be processed by UCM in accordance with the General Data Protection Regulations (GDPR) 2018 and will be disclosed where relevant to third parties for the purposes of education and training and examinations.

Personal data will be kept whilst still relevant to the original purpose for which it was collected and in accordance with the limitation periods enshrined within the GDPR 2018.

Criminal Conviction Disclosure

Have you ever been convicted in a criminal court, or cautioned, or bound over to be of good behaviour for an offence (not including motoring offences), offences under the Income Tax Act 1970 and offences under the Social Security Administration Act 1992? Select

Please note that you do not need to disclose convictions which are considered to be 'spent' pursuant to the Rehabilitation of Offenders Act 2001. Please note that if your answer is yes, you should provide details of the date and type of conviction together with any sentence. We will treat all such disclosures as confidential.

☐ By ticking this box, I agree with all of the above statements (to be completed in all cases)

For office use only		Method of payment	
Date request received:	Entry made by Exams Office:	Receipt number:	Amount paid: