

HIGHLANDS COLLEGE EXAMINATION CONDITIONS FOR GSCE, IGCSE & GCE ENTRIES

Please be aware that while we can offer you accommodation and invigilation for your chosen written exams we are not able to offer the following:-

We are unable to mark any coursework.

We cannot conduct orals.

There are no facilities for practical tests to be carried out at the College

If you are taking exams which include as part of the Subject/Syllabus any of the above you must make your own arrangements as Highlands College will not be held responsible for the non-completion of the Subject/Syllabus due to missing modules. It is the responsibility of the candidate to give the Examinations Office all the correct details of the modules and subject codes when completing your Entry Form, it is not the responsibility of the college to enter you for missing Subject Codes etc.

Please advise us if you are having a private tutor, and when appropriate you must complete and return all the relevant documentation forms to us with your coursework.

We cannot accept entry forms if you are having private tuition or will have coursework marked by tutors currently teaching at Highlands College.

There are various websites that you can visit which can offer home study courses and can give advice and support for distance learning, for example the National Extension College (<http://www.nec.ac.uk>).

Data Protection Statement –The information you provide will be processed for the purpose of administration, careers, guidance and statistical purposes. To ensure confidentiality and privacy, all processing will be carried out under the requirements of the Data Protection (Jersey) Law 2005. Highlands College has data sharing agreements with other States of Jersey departments. If you would like to know more about these please contact Highlands College on Tel: 608608. Should you require us to seek your individual consent to these disclosures please advise us in writing at the following address:- College Information Services, Highlands College, PO Box 1000, St Saviour, JE4 9QA

Examinations Office.