



Examination Entry Form

This form is for examination entry at Live to Learn Education Limited. Please ensure you have provided all information requested; please be aware that failure to provide the correct information may affect your examination entry. If you have any questions, please don't hesitate to get in touch: info@livetolearneducation.com

Following receipt of your completed form and payment, Live to Learn Education Limited will make your entries to the relevant examination board/s.

Following confirmation of entry from the examination board/s Live to Learn Education Limited will send you an email with full instructions relating to your examinations, including a copy of your Statement of Entry.

Candidate Information:

First Name(s):			
Surname:			
Name as you would like it to appear on your certificate:			
Date of Birth (DD/MM/YYYY):			
Biological Gender:	Male	Female	
Identifies as (he/she/they):	He	She	They
Contact Phone Number:			
Contact Email Address:			
Postal Address (where relevant certificates will be posted):			
UCI Number (13-digit code if taken examinations before, if not, please leave this section blank):			
Are you applying for Access Arrangements (documentary evidence must be available):	Yes	No	Don't know
Emergency Contact Name:			
Emergency Contact Number:			



Please state the examination information you would like to be entered for below:

Examination Series (Autumn/Summer/On-demand):	Autumn	Summer	On-demand (Functional Skills Only)
Academic Year of Exam:			
GCSE/IGCSE/A-Level/Functional Skills:	GCSE	IGCSE	A-Levels Functional Skills
Exam Board (we are only offering Edexcel for 2024/2025):			
Subject Title:			
Subject Code:			
Subject Tier/Options (if applicable)			

If you are currently following a distance learning course please provide the following information – if you are not following a distance learning course, please leave this section blank.

Distance Learning Provider(s):	
Distance Learning Tutor(s):	
Contact Details for the Distance Learning Provider(s) or Tutor(s):	

Payment

Please mark the relevant box below to indicate your preferred payment method:

Bank transfer – Live to Learn Education’s bank details will be sent via email, upon receipt of this form	
Stripe payment* – an invoice will be sent via email, upon receipt of this form	
School / Local Authority are funding the examination(s)	

*There is a small percentage charge of 1.5% to cover the Stripe processing fees

Instalments



Payment by instalments may be available – for information on this option, please mark this box and we will supply further information (examination bookings will not be submitted to the exam boards until we receive confirmation of your instalment agreement and a deposit)	
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Declaration by Candidate

I make this entry according to Live to Learn Education Limited’s Terms and Conditions (as below):

- I confirm that the information on this form has been provided truthfully and accurately
- I understand that I shall be allowed to sit only for the examinations appearing on my Statement of Entry
- By signing / returning this form I accept the Terms and Conditions set out below. I also agree to and acknowledge the contents & procedures detailed in this form

Signature (candidate or parent/guardian if under 16 years of age):	
Printed Name:	
Date:	

By signing / returning this form you are bound by the contents of this form and agree to the processing of the payment due.

Please complete this form and return it, together with a high-quality copy of the candidate’s photo ID (e.g. passport, driving licence, student card, countersigned photograph), and a recent head and shoulder photo, via email to:

info@livetolearneducation.com

If you have any questions about these forms, please call us on 01395 274703 or contact our Examinations Officer, Lindsey Tucker, via the following email address:

info@livetolearneducation.com

Please ensure that you inform us should any of your contact details change (postal address, email address, telephone number/s etc) prior to your examination date.



We wish you the very best in your up-and-coming examination series, and will do everything we can to support a smooth process during this part of your educational journey.

Kelly and the Live to Learn Team



Terms & Conditions

Live to Learn Education Limited (registered and fully approved examination centre, with centre number: 54292)

Examinations and associated services include paper, oral and onscreen examinations alongside certain practical endorsements.

“services” appearing in this part of these Terms and Conditions means one or more of the following: the provision of examinations (in any of their forms), formal assessments of all types and practical endorsements.

“we” and “us” appearing in these Terms and Conditions means “Live to Learn Education Limited”

1. All candidates registered with Live to Learn Education Limited are bound by these terms and conditions.
2. All services are provided at the discretion of Live to Learn Education Limited and are conducted in accordance with JCQ, examination board and/or other regulations as appropriate.
3. The fees for the provision of each of our services are usually fully inclusive although some additional charges, may be applicable to certain services, e.g. at home invigilation, additional mock examinations.

Registering for Exams

4. All prospective candidates must apply for registration with Live to Learn Education Limited by completing, signing, and submitting an entry form to us, via email. The application must be received before the submission deadline.
5. The submission deadline date will be set by Live to Learn Education Limited in all cases and will not coincide with the later deadline set by the examination board/s.
6. Applications received after the deadline will incur late charges or lead to the application being rejected.
7. Registration as a candidate will occur on receipt and acceptance of the entry form and on payment of the non-refundable deposit equal to 30% of the total fees due for the services requested, or full payment.
8. We will formally confirm the registration by sending an email to the candidate. We will assume that the candidate has received the confirmation of registration email once it



has been sent. We advise that 'spam' and 'junk' folders are checked for our confirmation email.

9. Registration means that the candidate agrees to pay all the fees due for the qualifications and services booked as indicated on their application form and/or on their Statement of Entry.

10. Live to Learn Education Limited reserves the right to refuse an application should this be deemed necessary. We will be under no obligation to disclose or to discuss the reasons leading to the refusal.

11. Live to Learn Education Limited reserves the right to deregister a candidate at any time and without notice should their conduct or the conduct of their parents, guardians or others warrant such action. We will inform the candidate or their parents or guardians immediately. Deregistration will result in all examination and assessment services being cancelled with immediate effect. We will be under no obligation to disclose or to discuss the reasons leading to the deregistration. The full fees for the services booked will remain due.

12. Candidates must ensure that they fully understand and adhere to all JCQ, examination board and other regulations, conditions, and criteria applicable to the services selected.

13. Candidates must ensure that their personal and examination entry details are accurate, and correct on their application form

14. Prospective candidates must assess their capabilities and make informed choices when deciding on their entry selections. Live to Learn Education Limited will not provide advice regarding this.

15. Live to Learn Education Limited will use its best efforts to support candidates with special requirements within JCQ, examination board or any other regulations that are applicable. For such applications, we will consider the likely impact on the candidate, other candidates, and members of staff should the application be accepted.

16. If a satisfactory and safe solution cannot be found, we reserve the right to reject the candidate's application and to withdraw them from the qualification.

Fees due and instalment plans available

17. At registration, candidates may pay the fees due either in a single payment via bank transfer or Stripe, or through an interest free instalment plan involving a deposit payment of 30% of the total fees due followed by a series of payments often extending over several months.

18. All instalment plans must be completed before the services booked commence.



19. Failure to maintain the instalment plan will result in the candidate being withdrawn and their entries not being made. In such circumstances, a refund of fees will not be available.

Statement of Entry

The Statement of Entry is an important document.

20. Live to Learn Education Limited will use the details on the candidate's entry form to generate a Statement of Entry.

21. Candidates will receive a copy of their Statement of Entry via email.

22. Candidates will be entered for the qualifications and services detailed on their Statement of Entry.

23. The Statement of Entry supersedes all other information provided to the candidate by Live to Learn Education Limited or by any other agency relating to any aspect of the qualifications and services sought.

24. The candidate must confirm receipt of the Statement of Entry immediately, check all inboxes and 'spam' or 'junk' folders.

25. The candidate must inform Live to Learn Education Limited if the Statement of Entry has not been received at least four weeks before their first examination or service.

26. The candidate must inform us on receipt of the Statement of Entry if they believe that any of the details are incorrect or incomplete. If necessary, we will produce a corrected version that will be emailed to the candidate for their immediate approval (or rejection).

27. Errors or omissions in the Statement of Entry that have not been notified to us by the candidate before the start of their booked services may result in incorrect examination papers or other materials or services being provided to the candidate. The incorrect spelling of the candidate's name on the Statement of Entry may lead to the incorrect spelling of the candidate's name on their final certificate/s. Live to Learn Education Limited will not be held responsible or liable should such events occur, due to Statement of Entry omissions.

28. The candidate's entries will be made in accordance with the Statement of Entry and on receipt of the full fees due. Any delay in making the full payment may result in late fees being incurred or the entries not being made.

29. Live to Learn Education Limited will not be held responsible or liable if it transpires later that an entry or group of entries, made by the candidate as detailed on the entry form or on the Statement of Entry are incorrect or inconsistent. Such errors may lead to



examinations or the entire qualification becoming unavailable to the candidate. A refund of fees will not be available to the candidate in such circumstances.

30. If the candidate's entry form does not specify the level, syllabus or tier of one or more of the qualifications listed we will attempt to clarify the required details by contacting the candidate but, if these efforts are unsuccessful, we reserve the right to use discretion and judgement (without consulting the candidate) in making what is deemed to be an appropriate entry.

31. Requests to change the level or tier of a qualification may not be accepted. Any change in the level, syllabus, tier, subject or other change made will incur amendment fees that will become due immediately and certainly before the candidates first examination, assessment, or other service. Additional fees will not be due from the candidate if any Statement of Entry errors are due to processing mistakes made by Live to Learn Education Limited.

Cancellation of services and refunds available for examination and associated services

Cancellation of a booking by the candidate

32. If a candidate cancels their booking or part of their booking at any time and for any reason, Live to Learn Education Limited will retain the non-refundable deposit payment received and offer a partial refund calculated as detailed in points 33, 34 and 35 respectively (please see below).

o Note: Cancellation of a booking may result in money being owed to Live to Learn Education Limited.

o Note: A candidate will be considered as having cancelled their booking if it transpires that they are unable to attend for their examinations or practical endorsements due to the imposition of local, regional, or international travel restrictions.

33. If a candidate cancels the booking and withdraws their entries at any point between the date of registration and the entry deadline, as set by Live to Learn Education Limited, the refund available will be calculated as follows:

The total paid to date by the candidate including the deposit payment minus 30% of the total fee due for the qualification/s or service/s booked.

34. If the candidate cancels the booking and withdraws their entries at any point after the entry deadline, no refund will be given.



35. If the calculated refund is negative, then this sum will be due to Live to Learn Education Limited immediately. If payment is not received within 28 days of the cancellation date, we reserve the right to refer the matter to an external debt collection agency.

36. A candidate may receive a full refund against any fees paid in exceptional circumstances, including occasions when they cannot proceed with the qualification due to an acute medical condition arising, for example. Any full refund available will be subject to satisfactory written evidence being received by us in support of the refund application, and will be at the discretion of Live to Learn Education Limited.

37. Any partial refunds made will be final and will only be made on the strict understanding that the candidate or their parents/carers will not attempt to increase the refunded amount later.

Cancellation of examinations or associated services by Live to Learn Education Limited

38. We reserve the right to cancel one or more services at any time for any reason. If the decision has been made by Live to Learn Education Limited (and not imposed on us) then we will inform the candidates affected immediately and provide a full refund against the fees paid.

39. We will not be liable for any compensation or other claims brought by the candidates, their parents, or carers due to the cancellation. Live to Learn Education Limited will not accept that the cancellation will have a significant effect on the candidate's life-chances, career-development or their acceptance at a university or any other institution.

40. Should an Act of God arise, e.g. the advent of the Coronavirus pandemic or any other catastrophic event that prevents us from providing one or more services, we will immediately contact all the candidates affected by email, informing them of the situation. Candidates will have until the date set and specified by us to inform us via email whether they wish to withdraw from all services booked and receive a partial refund as calculated below.

The total paid to date by the candidate including the deposit payment minus 50% of the total fee due for the qualification(s) or services booked

If the calculated refund is negative, then this sum will be due to Live to Learn Education Limited immediately. If payment is not received within 28 days of the cancellation date, we reserve the right to refer the matter to an external debt collection agency.

Or they can pursue another option, if available. Other options for written examinations may include, deferring the booking to the next or subsequent examination series or entering a centre assessed grades process that may generate qualifications in the current examination



series. If available, choosing either the deferral or the centre assessed grades process will result in the full fees for the original booking remaining due. Additional fees may be incurred for the centre assessment grades option (if available) to cover the additional work involved in gathering and reviewing the supporting evidence of the candidate concerned.

42. We will not accept any liability if centre assessment grades (if available) are not generated for a candidate due to insufficient evidence being available. Both the original and any additional fees will remain due.

43. For the practical endorsements, candidates will have two choices, to withdraw from them and receive a refund as calculated above or defer the endorsements to the following year. The deferral option will result in the full fees remaining due.

44. If a candidate does not indicate a choice to us by the date set and specified, we will automatically defer their entries to the next or subsequent examination series or dates. The full fees will remain due.

45. Once initiated, candidates will not be able to switch from the deferral to the centre assessment grades process or vice versa.

46. Live to Learn Education Limited will not be liable for any compensation or other claims brought by the candidates regarding the cancellation of services imposed on us. We will not accept that the cancellation of services will have a significant effect on the candidate's life-chances, career-development or their acceptance at a university or any other institution.

47. Once initiated, candidates withdrawing from the deferral process or the centre assessment grades procedure will not be entitled to a refund on the fees paid to date or due. Any instalment plan will remain in effect.

Examinations, assessments, and practical endorsements

48. Candidates, and any persons attending with them at the examination or assessment centre must observe any social distancing and hygiene procedures that are in force, if applicable.

49. Unless otherwise stated, morning examinations, assessments and practical endorsements will commence at 09:15am and afternoon examinations, assessments and practical endorsements will commence at 13:45 (UK time). Candidates must ensure that they allow sufficient time to travel to their examinations, assessments, or practical endorsements, including consideration as to whether they should travel to Exmouth a day or two in advance. Candidates should attend at the venue at least 30 minutes before the



scheduled start time of their examination, assessment, or practical endorsement session.

50. Candidates must arrive on-time for all examinations, assessments and practical endorsements; arriving late will likely result in the candidate being refused admission to the examination, assessment or practical endorsement room or facilities according to JCQ, board or other regulations and arrangements that are in place. Arriving late may also result in the candidate not having the full time available to complete their examinations or their script being rejected in accordance with JCQ, board or other regulations. In this instance, no refund will be given.

51. Candidates must only bring permitted support materials (e.g. pens, calculators) to their examination space/seat. Coats, bags, food, etc. can be stored in a designated area within the examination room. Electronic devices (such as a mobile phone) with a digital storage facility are not allowed to be on in any examination or assessment room and must be turned off and stored securely, we recommend not bringing mobile phones to the examination centre. Calculators are not permitted in certain examinations. Calculator lids / cases are not permitted in the examination or assessment room. Water in a clear bottle with all labels and packaging removed will be allowed in the examination or assessment room. Pencil cases, etc. must be transparent. If candidates are unsure regarding which items are allowed in the examination or assessment room, they must contact Live to Learn Education Limited in advance of their examinations or assessments or they must ask an invigilator on arrival at the examination or assessment facilities before the start of their examination or assessment. Failure to adhere to the relevant regulations may result in the candidate being disqualified.

52. Candidates must ensure that they bring photo ID, e.g. a passport, driving licence or student card to each examination or assessment. Candidates should place their photo ID in one corner of their examination or assessment desk or work bench, ready for inspection. Failure to do so may result in the candidate being disqualified from their examinations, assessments, or practical endorsements. Photo ID will be checked by centre staff at the beginning of each examination or assessment.

53. Candidates must be fully aware whether set texts or other materials are allowed in the examination or assessment room. Candidates must ensure that any allowed texts and other materials are in the correct format (annotated or un-annotated, etc.) as laid down in the relevant regulations. If a candidate arrives at an examination or assessment with annotated texts when the regulations state that the texts must not be annotated, then the candidate must erase (rub out) the annotations so that they or their impressions on the page cannot be read, as judged by the invigilator. If the annotations are still legible, Live to Learn Education Limited reserves the right to remove the annotated text from the candidate.



We do not provide set texts for candidates use in examinations or assessments, except in the case of secure pre-release materials supplied to us by the relevant examination board. All pre-release materials will be forwarded to the candidates via email, this generally being well in advance of the relevant examination or assessment dates.

54. Candidates must bring any issues or concerns regarding anything that may affect or has affected their performance before, during or after any examination, assessment or practical endorsement session to the attention of the invigilators or other staff present in the examination room or assessment room so that the appropriate action can be taken. Live to Learn Education Limited will not accept, comment on, or investigate any such concerns or issues raised by a candidate once they have left the examination room or assessment facilities.

55. Live to Learn Education Limited reserves the right to refuse entry or to remove a candidate from an examination room or assessment room should the candidate's conduct warrant such action.

56. On occasions where a given examination or examinations or other services are available on one or more dates, the actual date or dates will be decided and set by Live to Learn Education Limited. We will inform all candidates of the actual time and date of all such examinations or other services.

57. In the unlikely event that conditions during an examination or assessment become unacceptable, e.g. the sudden onset of sustained and unexpected external noise at a level deemed unacceptable by the invigilators or for some other reason, Live to Learn Education Limited will follow JCQ / CAIE regulations and guidelines to resolve the matter. Candidates will be expected to follow the directions given by Live to Learn Education Limited in such circumstances. Live to Learn Education Limited will not accept any liability in this regard.

58. Applications relating to Access Arrangements (e.g. extra examination time, the use of a scribe, etc.) must be made by candidates their parents/carers to us during the entry process. Applications must reflect the candidate's normal way of working and provide evidence of need. Late applications for Access Arrangements may not be accepted. The granting of Access Arrangements to any candidate will be subject to the submission of appropriate supporting documentary evidence and to formal approval by JCQ or CAIE whose decision will be final. Access Arrangements granted will only cover the details approved by JCQ / CAIE and will not, under any circumstances, include other candidate issues that may arise or subsequently become apparent before or during the examinations or assessments.

59. Applications for Special Consideration (e.g. illness during an examination or reasons leading to the candidate not attending an examination) must be made to Live to Learn Education Limited within 7 days of the examination and must include a description of the



event and full supporting evidence (e.g. a doctor's report or note). Special Consideration will be subject to the submission of the appropriate supporting documentary evidence and to formal approval by JCQ / CAIE whose decision will be final. Late applications for Special Consideration may not be accepted.

60. Live to Learn Education Limited will endeavour to maintain a comfortable temperature and ambient conditions in all examination and assessment rooms and laboratories but this cannot be guaranteed and is subject to the prevailing weather conditions on the day.

61. In the extremely unlikely event that an examination paper, onscreen test or other materials are unavailable to a candidate on the day of the examination or assessment due to an administrative or other error made by Live to Learn Education Limited then we will use our best endeavours to resolve the situation on the day. If a resolution cannot be achieved on the day, we will offer the candidate a full refund of the fees paid and a free entry to the qualification or assessment later (providing that it is still available). This will limit Live to Learn Education Limited liability in this regard, we will not be liable for any compensation claims brought by the candidates, for instance, Live to Learn Education Limited will not accept that the failure to provide the examination paper or assessment materials will significantly affect the life-chances, career-development or the candidate's potential entry to a university or other institution.

62. In the unlikely event that an onscreen test is unavailable to a candidate on the day of the examination or assessment due to a software or technical issue on the part of the examination board providing the qualification; we will contact the board requesting remote assistance. If a resolution cannot be achieved on the day, we will reschedule the examination or assessment for the next available date. No refund will be offered to the candidate.

63. Prospective candidates must inform Live to Learn Education Limited in writing before submitting their application form if they have any specific sensitivities, allergies, or pre-existing medical conditions (e.g. epilepsy or sugar diabetes) or unusual requirements falling outside JCQ and examination board regulations, including hypersensitivity to light, noise, dust, insects, phobias, etc. or if they have any other issues or requirements or conditions that may adversely affect their performance or the performance of other candidates in examinations, assessments or practical activities. We will consider all applications in the light of the written details provided by the candidate, their parents', or guardians in this regard. This procedure also applies to candidates who request a private room for examinations or assessments. We will consider such applicants on a case-by-case basis. We will always use our best endeavours to support all such applicants, but we reserve the right to refuse registration if sufficient measures to support the candidate are unavailable. We reserve the right to withdraw a candidate if such issues become apparent after registration.



64. The names of examination series, e.g. “Summer Series”, “Autumn Series” etc. do not necessarily imply that the examinations, assessments or practical endorsements will be conducted in these months (e.g. June or November). Rather, the name assigned indicates a period often extending over several months during which the examinations or assessments or practical activities will be conducted, as detailed in the candidate’s Statement of Entry (the dates for the practical endorsements will be confirmed separately). The candidate must be aware of this when making travel or other arrangements that could affect their ability to attend the booked examinations, assessments, or practical endorsements with us.

65. For candidates’ information, Live to Learn Education Limited plan examinations many months in advance based on the entries received. The preparations include extensive administration, appointment and full training of invigilators, organisation of the examination rooms and facilities, as well as adequate provision for post-examination processing.

Results and certification

66. Live to Learn Education Limited will endeavour to send all examination (and other) results to candidates via email on the day that the examination boards permit them to be distributed

67. Certification will usually follow 8-12 weeks later.

68. We will post any certificate/s to the candidates via Royal Mail Signed For delivery.

69. Live to Learn Education Limited will not accept any liability should there be a delay in receiving or distributing examination results or certificates.

Post examination and post results services

70. Live to Learn Education Limited will advise students of the post results services that are available at the point of registration. We will submit any post results service requests received from candidates (or their parents or guardians) regarding the examination grades and/or assessment results awarded by the relevant examination board/s concerned. We will follow examination board procedures throughout this process. The provision of post results services will incur a fee becoming due to Live to Learn Education Limited.

General



71. Live to Learn Education Limited will use its best endeavours to resolve any issues that arise before, during or after the examination, assessment, and practical endorsement periods.