



Return this completed form to:

The Examinations Officer,
St Edward's School,
Oxford,
OX2 7NN

or fax it to: 01865 319 356
or by email to: moored@stedwardsoxford.org

EXAMINATION ENTRY REQUEST

Candidate Entry Form for External Candidates or for those who have recently left St Edward's

Information for Candidates

The following information explains what will happen if you apply to take an examination at St Edward's.

If you wish to take an examination at St Edward's after you have formally left the School, or if you are an external candidate, you will need to complete this form which gives us enough details to enter you for that examination. Please use the Examination Boards websites to obtain full details of the exams you wish to enter.

If you subsequently decide to withdraw from the examination, you may be liable to late withdrawal fees as levied by the Examinations Board. It is in your own interests to inform us as to your intentions as soon as possible.

There are various entry deadlines imposed by the Examination Boards – after which increased fees will apply. Please see the School Website for details of costs (late entries may incur a further cost).

In order to proceed with the examination entry, you must complete and sign both parts of the form overleaf.

The Credit Card details will be stored in a safe until they are needed.

It is recommended that the form is posted to the address above and not emailed as emails are not encrypted and therefore not totally secure.

Please Note: St Edward's School is unable to accept external candidates for examinations which involve any controlled assessments, or coursework. If you wish to enter for a Language examination please check with the School first so that we can see whether we can provide a linguist for the oral examination.

[Note # If you prefer not to fill in the payment details section of the form, card information can be phoned directly to the Accounts Office, on 01865 319 209 ; however, requests cannot be processed until this information has been received.]

EXTERNAL CANDIDATE EXAM. ENTRY : G.C.E. , I.G.C.S.E. & G.C.S.E.

Candidate details			
Surname		Title	
First names		D.o.B.	___/___/___
Address & postcode			
Telephone 1			
Telephone 2			
E-mail			
U.C.I. *		U.L.N. *	* If known

Exam details			Exam Session :	
Board	Level	Subject	Paper (description)	Paper (code)

I certify that the entries on this form are correct.	
Candidate's signature	Date ___ / ___ / ___

Payment details [see # overleaf]		
Name on credit / debit card		
Number of credit / debit card		
CSV security code (on reverse of card) *		* To be deleted once payment taken.
Expiry date	___/___	This information will be stored securely until needed, and will be destroyed after use.
I authorise the use of this credit / debit card to pay for examination entries.		
Cardholder's signature	Date ___ / ___ / ___	