Return this completed form to:

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

Or fax it to: 01865 319 356

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. In general, higher entry fees apply after the third week of October (for January examinations), and after the third week of March (for Summer examinations). The later you leave it – the higher the fees.

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 – which may be some months after the initial entry.

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.

EXTERNAL EXAM ENTRY FORM

GCE/GCSE EXAMS

Month/Year…………/…….

Title		First Names		Surname	
Gender				**DOB**	
Address			Postcode		
Tel No 1		**Alternative Tel No**			
Email Address					
UCI if known (Unique candidate identifier)					

Exam Details

BOARD	LEVEL GCSE/AS/A2	SUBJECT	Unit Codes	Syllabus Codes	Details

I certify that the entries on this form are correct.

Candidate's Signature		**Date**	

Method of Payment : Credit/Debit Card

Name on card:		**CSV Security Code (reverse of card) ***	

Card No | **Expiry Date**

To be deleted once payment taken*

I authorise the use of this credit card to pay for examination entries:

Card Holder's Signature		**Date**	

(This information will be stored securely until necessary, and after use will be destroyed. If you prefer the information can be emailed directly to Sue Curtin in the Accounts Office curtins@stedwardsoxford.org however requests cannot be processed until this information has been received)