



*Make the future work for you*

**EXAMINATION ENTRY FORM**

USE CAPITAL LETTERS THROUGHOUT - PLEASE SEE BACK OF FIRST SHEET FOR ADVICE ON HOW TO COMPLETE THIS FORM  
PLEASE COMPLETE IN DUPLICATE

NAME OF EXAMINING BOARD:	DATE/MONTH OF THE EXAMINATION:	
<b>CANDIDATE'S DETAILS</b> AS THEY ARE TO APPEAR ON THE CERTIFICATE	<b>RESERVED FOR SPECISS USE</b>	
SURNAME:	AUTHORISED BY:      EXAM. No.:	
FIRST NAMES:	ACCEPTED BY THE EXAMINATIONS OFFICER DATE:	
MALE OR FEMALE:		DATE OF BIRTH:
		DATE      MONTH      YEAR
TELEPHONE NUMBERS:		
HOME	WORK	
CELL	ENTERED BY:      VERIFIED BY:	
SPECISS STUDY NUMBER:	CANDIDATE NUMBER:	
Email ADDRESS:	Comments:	
NATIONAL IDENTITY CARD / PASSPORT NUMBER:		
YOU MUST BRING THIS IDENTITY DOCUMENT TO THE EXAMINATION ROOM		

BY COMPLETING THIS FORM YOU AGREE THAT SPECISS COLLEGE DOES NOT ACCEPT ANY RESPONSIBILITY FOR ERRORS OR OMISSIONS IN PROCESSING THIS ENTRY WHICH IS SUBJECT TO THE CONDITIONS OF THE EXAMINING BOARD

**UNLESS PAYMENT OF THE TOTAL FEE IS MADE ON THE SAME DAY THIS FORM IS ACCEPTED BY THE EXAMINATIONS OFFICER YOUR ENTRY MAY NOT BE PROCESSED**

SUBJECTS TO BE ENTERED					FEE		
LEVEL	SUBJECT	SYLLABUS	OPTION		INDICATE CURRENCY		
1							1
2							2
3							3
4							4
5							5
6							6
7							7
8							8
9							9
10							10
11							11
12							12
CENTRE FEE							
EXTERNAL CANDIDATE FEE							
TOTAL DUE FOR PAYMENT:							

**NO REFUND EITHER IN FULL OR IN PART WILL BE MADE FOR CANCELLATION OF THIS ENTRY OR FOR WITHDRAWAL FROM THE EXAMINATION**

CANDIDATE'S OR SPONSOR'S SIGNATURE	DATE
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**IN THE EXAMINATION ROOM YOU MUST ALWAYS DISPLAY THE SAME I.D. DOCUMENT YOU RECORDED ABOVE AFTER COMPLETING THIS FORM PLEASE TAKE IT TO THE EXAMINATIONS OFFICER TOGETHER WITH YOUR I.D.**

## ADVICE ON HOW TO COMPLETE THIS FORM

**A mistake on this form could mean that you will not be entered for the examination. Please therefore ensure that YOU COMPLETE THE FORM CORRECTLY.**

*Follow these steps:*

1. Use CAPITAL LETTERS throughout.
2. Enter the name of the Examining Board and the date (month and year) of the examination.
3. Enter your Surname and ALL your first names in the order you wish them to appear on your certificate. Make sure there are no errors as these will be reproduced on your certificate.
4. Enter your date of birth, sex, telephone numbers, Speciss Study Number if you are a Speciss student, Email address and National Identity Card number. Please note that you will not be able to take the exam unless you bring the same Identity Document to the Examination room. You need to display this document during every examination session/subject.
5. Enter the level, subject, syllabus, option etc. This information is important and, if you make a mistake, you will be entered for the wrong paper. Please ask your Tutor or Director of Studies or the Examinations Officer, if you are not certain of the syllabus, etc.
6. From the Examination Announcement enter and total the fees payable. Please check your arithmetic for errors.
7. Get your entry authorised by the Examinations Officer before submitting it to the cashier.
8. Take the authorised form to a Speciss Cashier and make payment. The cashier will hand back to you the blue copy of this form and the receipt for your payment as proof of your entry.
9. Unless payment of the total fee is made the same day this form is accepted by the Examinations Officer your entry will not be processed and YOU WILL NOT WRITE THE EXAMINATION. You have not paid unless a receipt for the total amount is attached to your copy of this form.

**NOTE:** Examination fees are higher than those charged by Government Schools because Speciss College has to pay for invigilation, administration, postage, courier, stationery and other expenditure normally subsidised by the Government.

**REMEMBER THAT IN THE EXAMINATION ROOM YOU WILL BE REQUIRED TO DISPLAY THE SAME IDENTITY DOCUMENT YOU RECORDED ON THIS FORM.**

**This form must be authorised and payment must be made prior to the closing date of the examination.**