**BLESSED EDUCATION: EXAM ENTRY FORM**

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| **Candidate Details** |
| **First name:**  | **Gender:** |
| **Middle name:**  | **Date of birth:** |
| **Last name:**  | **Age:** |
| **Address:** | **Home Number:** |
| **Mobile Number:** |
| **Email:** |
| **Previous Candidate Number:** | **Previous Centre Number:** |
| **Examination Details** |
| **Examination to be taken in: Nov□ June□ Other□** |
| **Level: GCSE□ IGCSE□ A2□ AQA:□ Edexcel:□ OCR:□****UCI................................................................. ULN..............................................................** |

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| **For Office use only** |
| **Candidate No:**  |
| **Date Received:** |
| **Payment:**  |
| **Special considerations:**  |
| **Statement sent on:** |
| **Extra time: Yes/No** |

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| **Subject/Module Choice****(Please write one unit code/subject code per line)** |
| **Subject** (Eg. Maths) | **Syllabus Code**(Eg. 1MA1/2F) | **Retake**Yes or No | **Exam Date** | **Controlled Assessment/ Coursework** | **Fee**(as advised) |
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|  |  |  |  | **TOTAL FEES** |  |

**Please ensure that you have completed the form accurately, particularly with regards to the exam board and the subject code. The college will not accept any responsibility for errors and omissions on your part. Any amendments made may incur an extra charge. Please refer to the Terms and Conditions overleaf and sign below to confirm you accept these.**

**Signature of the Student/Parent:……………………………………...Date:…………………………………………………**

 **TERMS AND CONDITIONS**

As a candidate you have the responsibility to ensure the form is correctly completed as Blessed Education cannot be held responsible for errors in completing your entry form. We recommend you familiarise yourself with the rules of examinations and certification as issued by your examining board. These are available on the examination boards’ websites. We are not responsible for the provision of any particular equipment unless it is prescribed by the appropriate examination board.

**SPECIAL REQUIREMENTS AND ACCESS ARRANGEMENTS (admin fees apply)**

Are you disabled in any way? Yes No

If yes, please specify and provide medical evidence as necessary:........................................................................................................

Do you need us to make special access arrangements for you when sitting the examination? Yes No

If yes, please specify and provide medical evidence as necessary:........................................................................................................

Do you have special needs? Yes No

If yes, please specify and provide medical evidence as necessary:........................................................................................................

Are you entitled to any extra time? Yes No

If yes, please provide relevant medical evidence as necessary:........................................................................................................

**EXAMINATION FEES:** ALL FEES MUST BE PAID BEFORE THE EXAM ENTRY CAN BE MADE.

1. GCSE /IGCSE one subject £180 - £200 (depending on the subject); AS & A2 £190 for one paper subject or £130/paper for multiple papers. Coursework, foreign language and speaking tests – fees as advised by the centre
2. Late entries will incur additional penalties from £100
3. Amendments to entry, late cash in code award for certification – TBC by centre as it depends on timing of amendment
4. Extra time and other access arrangements – TBC by centre as it depends on individual requirements

**REFUNDS**

You may withdraw from an examination by giving notice in writing to us on or before the deadline for examination entries. Refunds will be paid after a deduction of £50 per unit for administrative costs. **There are no refunds available for late entries or for withdrawals made after the closing date of 4th October (November 2020 exams) or 21st Feb 2021 for summer 2021 exams. Only the exam board fees may be refunded after that date if there are disruptions to sitting exams.**

**DOCUMENTATION CHECKLIST**

Please ensure you supply the following documents with your exam form

 Photographic ID (a copy of your passport or driving licence)

Previous exam results (document that shows your previous centre and candidate number)

 Payment – cash, cheque made payable to Blessed Ltd or online bank transfer to Lloyds bank (**A/C 01128643 S/C 309966**)

**Private/ extra tuition requirement:**

**Please indicate your Subject requirements and availability if you need tuition and revision for your exams:**

**Signature of the Student/Parent............................................................ Date:........................................................................**