



Candidate: Entry form GCE-GCSE Autumn Examination Series 2020

Preliminary information

Entry to autumn exams will be open to all students who have entered for GCSE's, and A Level's in the Summer 2020 exams series or to those who the exam board believes have made a compelling case about their intention to have entered the Summer exams. Students who would normally be entitled to take GCSE's in English and Maths in November should also be able to take exams in those subjects.

You should fully complete sections 1-3 of the preliminary entry form on page 2 by inserting your responses in the white boxes provided. The form must then be signed to confirm your understanding and dated. Your form will not be processed until all requested information is provided.

Please return the completed form with your payment of [insert fee] to Mr Allen Exams Officer or Mrs Fligg Post 16 Administrator (if you are a member of the 6th Form).

Exam entry fees are generally GCE subjects - £90-£100 and for GCSE subjects £36-£38 – please ask.

The deadline for returning the completed form is GCE – Tues 01/09/2020, & GCSE Tues – 15/09/2020 to meet the exam board deadlines.

If the centre is able to accommodate your entry/entries, you will receive a provisional statement of entry and an invoice for examination entry fee(s). Final entries will not be submitted to the awarding body until the invoice has been paid. Payment can be made direct on SCOPAY at www.guisseleyschool.org.uk/parents-carers/catering or by cheque made payable to Guisseley School.

In case of query, please contact the Exams Officer on 01943 8823556 allenr03@guisseleyschool.org.uk

Points to note

- You are responsible for ensuring the exams office receives all your entry/entries information on time
- This centre reserves the right to withdraw your entry/entries if any amount remains outstanding
- The centre cannot accept responsibility for any amendment fees that become due if you fail to give sufficient notice to make any necessary changes to your entry/entries information
- Should you decide to withdraw your entry/entries you will only be entitled to any refund amount that is issued by the awarding body concerned. Refunds will only be made by awarding bodies for a limited time after the entry deadline has passed and this varies dependent on the awarding body
- **The deadline for ALL GCE entries is Tuesday 01 September 2020** to meet the exam board deadline.
- From 05-23 October, students who have been entered for the autumn series will take their A Level exams.
- **The deadline for ALL GCSE entries is Tuesday 15 September 2020** to meet the exam board deadline.
- 02-23 November students who have been entered for the autumn series will take their GCSE exams



GUISELEY SCHOOL

Preliminary entry form

Please complete the white boxes below in BLOCK CAPITALS

Section 1 PERSONAL DETAILS			
Surname		First name	Middle name(s)
Title	Gender	Date of Birth	Email address
Address (including postcode)		Contact telephone number(s)	Exam number
			UCI:
			ULN: (office use only)
Section 2 EXAMINATION(S) DETAILS			
Qualification type e.g. GCSE	Awarding body		Exam series (month & year)
Specification (Subject) title	Specification (Entry) code (include option code if applicable)	Unit entry code(s) (if applicable for a unitised specification)	
Section 3 ACCESS ARRANGEMENTS or other information relevant to your entry			
Are you eligible for access arrangements in examination(s)?			
YES / NO <i>Circle your response</i> If Yes , provide details here:			
<p><i>This does not guarantee access arrangements approval. Further communication on this will follow in due course. Consideration will be given to any access arrangements or reasonable adjustments that may need to be put in place. Where appropriate, the centre will lead on the required processes in identifying the need for, requesting and implementing access arrangements.</i></p>			

Signature

By signing here, I am confirming I understand all information and points to note on pages 1 and 2 of this document

Date of signature.....

FOR EXAMS OFFICE USE ONLY	
Payment received £	YES/NO
Access Arrangement	YES/NO
Entries Processed	YES/NO