

CROYDON METROPOLITAN COLLEGE



PUBLIC EXAMINATION ENTRY FORM

PERSONAL DETAILS:

PLEASE USE CAPTIALS

FIRST NAME: _____

LAST NAME: _____

ADDRESS: _____

POSTCODE: _____

SEX (M/F): _____

TEL/MOBILE: _____

DOB: _____

EMAIL: _____

STATUS: _____

CANDIDATE NO: _____ UCI NO: _____ EXAM SERIES: _____

EXAM DETAILS:

Exam board	Level GCSE/GCE	Subject	UNIT	Entry Code	Cash in code	Signature	
						Tutor	Student

PAYMENT:

Month	Amount owed	Amount Paid	Date paid	Cash/ Cheque	Staff Initials	Receipt Number

VERY IMPORTANT – PLEASE READ AND SIGN AT THE BOTTOM TO ACCEPT TERMS

- ❖ I understand that it is my responsibility to cash in my results on time.
- ❖ I am responsible for checking that I have provided the exams officer with the correct entry codes before submitting this form and will check the statement of entry when it arrives.
- ❖ I understand that I am liable, and not the college, for organizing any coursework or preparation for the exam I have entered for.
- ❖ I have agreed/declined (delete appropriate) to have my coursework and exam preparation at this college.
- ❖ If I have not received my Statement of Entry at least two weeks before the day of my examination(s) it is my responsibility to contact the college.
- ❖ I understand that it is not the fault of the college if I miss my examination and that I have read and understood the terms and conditions shown below.
- ❖ I agree to pay the administration fee of £25.00 for each exam form completed at a later time and understand that this is non-refundable.
- ❖ I understand that a refund of exam fees will be given if the request is made within the withdrawal deadline date and it is subject to refund charges (refer to website). After the deadline date **NO** refund will be given.

If the exam is in the afternoon, please be at the college at 12.30PM.

If the exam is in the morning then please be at the college at 08.30AM.

- ❖ You must confirm that you have not been entered for examinations at two different centres at any one time.

(If you have been entered then you must let the examination officer know whether or not you have been withdrawn.)

- ❖ Payments must be made in advance before any entries can be made.
- ❖ A valid address and contact number of the candidate must be provided on the form.

Late fee charges are per unit (Alevel) / per exam (GCSE/IGCSE) shown below:

- 1 week late = £25**
- 2 weeks late = £50**
- 3 weeks late = £75**
- 4+ weeks late = £100**
- 6+ weeks late = £150**

On the day of your examination YOU MUST:

- ❖ **Arrive by 8:30am at the centre for AM examinations**
- ❖ **Arrive by 12:30pm at the centre for PM examinations**
- ❖ **Bring photo ID with you for verification by the examinations officer**
- ❖ **Bring your Statement of Entry.**

YOU WILL NOT BE ALLOWED TO SIT YOUR EXAMINATION IF YOU HAVE NOT ADHERED TO ANY OF THE CONDITIONS ABOVE.

I have read and understood the terms and conditions on the CMC website: www.croydonmet.org.uk

Signature: _____

Date: _____