

Please indicate the exam session

May/June  2012

**Private Candidate Examination  
Registration Form**

Attach your photograph here

Please complete this form in clear handwriting using block capitals and make sure the information you provide is accurate and complete

Title:	
First Name(s):	Surname:
Date of Birth:	M/F:
Address:	
Postcode:	
Home Tel:	Mobile:
Email:	
<i>We will use your email address to confirm registration unless you indicate otherwise</i>	

IGCSE/GCSE/AS/A2	EXAM BOARD (AQA, EDEXCEL, OCR)	Subject/Title of Unit	Unit Code (please indicate which option if relevant)	Payment Fee £

**Certification:** For AS/A2 Level and some GCSE modular specifications you need to let us know whether you would like to “cash-in” and receive a grade for the whole qualification.

You should only request a “cash-in” if you are completing the qualification this session and do not intend to take any further exams in this subject in the future.

**Cash-in my qualification**      Yes [  ]      No [  ]

Unique Candidate Identifier (UCI) Number:

You should provide this number if you have been registered for GCSEs or AS/A2 level qualifications in the past. You'll find it on any previous correspondence you've had with exam boards.

**Fees**

	IGCSE	GCSE	GCE (AS/A2)
Entry fee	£160 per subject	£160 per subject	£120 per unit
Late entry fee	£220 per subject	£220 per subject	£160 per unit
Very late entry fee	£300 per subject	£300 per subject	£220 per unit

Below are some conditions of examination entry. For full information please download and read the full document entitled Terms and Conditions from our website [www.marine-society.org/private-candidates](http://www.marine-society.org/private-candidates)

CONDITIONS OF ENTRY

It is your responsibility to ensure that the exams you wish to take are available to private candidates and that the details you have provided on this form are correct. You must also make sure that the exams do not clash with any others you take.

We do not accept entries for supervised coursework, language oral tests, language listening tests or practical subjects. However candidates who wish to carry forward marks for a previous session and supply a valid candidate statement of results at the time of entry will be accepted.

We will communicate the information you provide in this form to the appropriate exam board in order to progress your entry. We will not be held responsible for any errors or omissions you may make in providing this data to us.

You are advised to find out the date and time of your exams independently (from the exam boards' websites) and ensure that you are available on these dates. Refunds are not possible unless there are exceptional circumstances (bereavement of an immediate relative or serious illness). Any refunds agreed will be subject to a 20% administration fee to cover the exam board fees. Late entries or late amendments will incur additional fees.

Full terms and conditions of entry are available in a separate document for download from our website. By signing this form you are acknowledging that you have read and understood the Conditions of Entry of this form and the additional Terms and Conditions document.

Please let us know anything else that you feel is relevant to your exam registration. This should include access or special arrangements relating to the exams you are taking.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
(if candidate is under 18 years)

**Payment can be made by cheque or credit/debit card:**

Name and address of cardholder \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Mastercard/Maestro/Visa/Visa Electron/Solo/JCB Cards *(please circle as appropriate)*

Card Number:

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Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_ Security Code: 

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For Office Use Only

Accepted: [ ] Not Accepted: [ ]

UCI Number: \_\_\_\_\_ Date Registered: \_\_\_\_\_

If not accepted reason and advice provided:

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