



# RUTLISH SCHOOL

## External Applicant Registration Form for GCE Exams

If you are entering more than one subject a separate form must be used for each subject.

### Personal details

Legal Forename:	
Legal Surname:	
Full Address including postcode:	
Email:	
Telephone:	DOB:
<b>SCHOOL INFORMATION:</b>	
Name of school: Rutlish School	
UCI number:	Candidate number:
Did you have any exam access arrangements, if so what? (eg extra time, laptop)	

### Exam details

You need to complete **all** the information requested to ensure you are entered for the correct exam.

Subject:	Exam Board:
Certification code:	Unit Codes (if required):
Is there any coursework for this course?	
Carry forward the mark: Yes / No	If yes confirm mark:

**It is your responsibility to ensure that your personal details and course information are filled out correctly.**



Applicants will have to inform the centre (Rutlish) in writing if they want to be withdrawn. Please note you could still be charged if this is after the final entry deadline.

Failure to comply with JCQ regulations could result in disqualification. All JCQ guidelines can be found on the school website and it is your responsibility to read them.

Students sitting examinations at Rutlish must comply with Covid19 regulations at the time of their examinations.

Your statement of entry will be sent to you after application to ensure your details are correct. It is your responsibility to check these details and inform the exams office of any errors.

GCE results can be collected from the school on results day (16<sup>th</sup> December 2021).

Further information on collecting results will be available closer to the date.

For any subsequent enquiry about results you are liable for the exam board's fees plus a £5 administration fee per application.

Students must be available to take assessments with Rutlish on the dates specified by the examination boards.

- I agree to comply with the procedures and regulations for an examination applicant.
- I agree that I am aware of the JCQ regulations and that I will comply with them.
- I agree to follow Covid19 regulations.

Signed:

Date:

**Please return completed form and payment to  
the Exams Office, Manor House by Monday 6<sup>th</sup> September 2021.**

**To be completed by Exams Office:**

Entry made:	Timetable sent to student:
Exam office notes:	

