

# CANDIDATE ENTRY AMENDMENT FORM

READ THE INSTRUCTIONS OVERLEAF BEFORE COMPLETING THIS FORM

<b>1 Examination Date</b> Delete the inappropriate session	MAY/JUNE OCTOBER/NOVEMBER	Enter last two digits of year eg '08' for 2008	CENTRE NUMBER	EXT SCHOOL NUMBER
		<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>		

**2 Candidate Details**

Include the candidate's number and then enter only the details that should be changed from those shown on the statement of entry.

<b>Number</b>	<b>Name</b>	<b>Date of Birth DD/MM/YY</b>	<b>Sex (M/F)</b>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input type="checkbox"/> <input type="checkbox"/>

<b>Previous Entry Detail</b> Centre / Candidate Number	<b>Syllabus / Option</b> – Enter Syllabus details in box and delete the two inappropriate instructions			
<input style="width: 60px; height: 20px;" type="text"/>	Add / Remove / Option	Add / Remove / Option	Add / Remove / Option	Add / Remove / Option
<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

<b>Number</b>	<b>Name</b>	<b>Date of Birth DD/MM/YY</b>	<b>Sex (M/F)</b>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input type="checkbox"/> <input type="checkbox"/>

<b>Previous Entry Detail</b> Centre / Candidate Number	<b>Syllabus / Option</b> – Enter Syllabus details in box and delete the two inappropriate instructions			
<input style="width: 60px; height: 20px;" type="text"/>	Add / Remove / Option	Add / Remove / Option	Add / Remove / Option	Add / Remove / Option
<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

<b>Number</b>	<b>Name</b>	<b>Date of Birth DD/MM/YY</b>	<b>Sex (M/F)</b>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input type="checkbox"/> <input type="checkbox"/>

<b>Previous Entry Detail</b> Centre / Candidate Number	<b>Syllabus / Option</b> – Enter Syllabus details in box and delete the two inappropriate instructions			
<input style="width: 60px; height: 20px;" type="text"/>	Add / Remove / Option	Add / Remove / Option	Add / Remove / Option	Add / Remove / Option
<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

<b>Number</b>	<b>Name</b>	<b>Date of Birth DD/MM/YY</b>	<b>Sex (M/F)</b>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input type="checkbox"/> <input type="checkbox"/>

<b>Previous Entry Detail</b> Centre / Candidate Number	<b>Syllabus / Option</b> – Enter Syllabus details in box and delete the two inappropriate instructions			
<input style="width: 60px; height: 20px;" type="text"/>	Add / Remove / Option	Add / Remove / Option	Add / Remove / Option	Add / Remove / Option
<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

Signature of Head

Date DDMMYY

**Example:**

In the following example candidate number 10 requires a change to the way his name is spelt. At the same time the candidate wishes to change the option code for which he is entered for syllabus 5090, include an additional entry for 0510/E and remove an entry for 1120.

<b>Number</b>	<b>Name</b>	<b>Date of Birth DD/MM/Y</b>	<b>Sex (M/F)</b>
0 0 1 0	A N D E R S O N : J O N A T H A N		
<b>Previous Entry Detail</b>	<b>Syllabus / Option</b> – Enter Syllabus details in box and delete the two inappropriate instructions		
Centre / Candidate Number	Add / Remove / Option	Add / Remove / Option	Add / Remove / Option
	5 0 9 0 B	0 5 1 0 E B	1 1 2 0

**1. Use of Amendment Form**

This form must only be used to change information for a candidate or group of candidates who have already been entered for the examination. Refer to the document 'PROCEDURES FOR THE SUBMISSION OF ENTRIES' (INT/E3) when completing this form.

- a) **Name Changes:** should be entered as surname, followed by colon, first forename and initials.
- b) **Syllabus/Option changes:** In order to add a syllabus, write the required syllabus option code details in the box and cross out the Remove and Option tags. In order to remove a syllabus entry, write the syllabus and option to be deleted in the box and cross out the Add and Option tags. In order to change an option code, write the syllabus and new option code in the box and cross out the Add and Remove tags. See example above.

**2. Completion of Boxes**

Always complete the box that identifies your centre. For each candidate to be amended complete the box for their candidate number and then only the details which need to be changed. There is no need to include the candidate's name unless the spelling needs to be changed.

**3. Withdrawal of Candidates from the Whole Examination**

This form must not be used for a candidate withdrawing from the whole examination. In such cases, application in writing should be made to Cambridge International Examinations, stating that all entries for the candidate should be cancelled.

**4. Return of Form**

Return the form to Cambridge International Examinations and photocopy for your records if required.

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