1 Centre number: 12134

2 Centre name: HIGH SCHOOL

Changes to GCE entries

Edexcel
Success through qualifications

How to complete this form

- Use this form to amend your existing candidates' entries.
- Information concerning amendments and late fees is given in our Information Manual.
- Enter the date of the appropriate examination series: month year 04 06
- ***IMPORTANT:***
  Tick box if any entry on this sheet is for a unit for which no previous entries have been made.
- Return the top copy to Entries and Certification Centre, Edexcel, 32 Russell Square, London WC1B 5DN.

For all candidates									For modular subjects only	For all candidates cash-in or unit codes for subjects being entered								
3 candidate number	4 candidate name (in block letters) surname followed by a colon and forenames (max 40 characters)	tick box if amending personal details or enter 'D' if candidate withdrawing from all subjects	5 sex	6 date of birth day month year	7 cand. status	8 year	9 form	12 unique candidate identifier (UCI) must be supplied for all modular candidates	action required	13 cash-in/ unit code	opt. code	action required	13 cash-in/ unit code	opt. code	action required	13 cash-in/ unit code	opt. code
2001	SMITH : PAULINE	D	F	060685				12134099 2001 P	Enter* Withdraw			Enter* Withdraw			Enter* Withdraw		
3652	SHARPE : HANNAH	✓	F	301085				12134000 3652 Z	Enter* Withdraw			Enter* Withdraw			Enter* Withdraw		
5000	KING : ANTHONY		M	031286				12134001 5000 B	Enter* Withdraw	6101		Enter* Withdraw	6102		Enter* Withdraw	6103A	
									Enter* Withdraw	8040		Enter* Withdraw	6112		Enter* Withdraw	8042	
									Enter* Withdraw	6246P		Enter* Withdraw	6246Q		Enter* Withdraw		
									Enter* Withdraw			Enter* Withdraw			Enter* Withdraw		
									Enter* Withdraw			Enter* Withdraw			Enter* Withdraw		
									Enter* Withdraw			Enter* Withdraw			Enter* Withdraw		
									Enter* Withdraw			Enter* Withdraw			Enter* Withdraw		
									Enter* Withdraw			Enter* Withdraw			Enter* Withdraw		

Both number (3) and name (4) must be given for each candidate regardless of change(s) required.

**Delete as appropriate*

Changes to personal details

- To amend the candidate name, enter the correct name (4), underline the alteration and tick the adjacent box.
- To amend the candidate's sex (5), date of birth (6), candidate status (7), year (8), or form (9), enter the required value in the appropriate box.

Withdrawal of a candidate

If a candidate is being withdrawn from all subjects, insert the letter D (for delete) in the Amend Name box (4) after quoting the candidate's number and name.

Modular candidates

Candidates MUST be entered for each individual unit they intend to complete in the series in *addition* to any cash-in codes required.

Changes to subject details

If changes are required to a candidate's subject entries, then:

- Indicate the required action (ie enter or withdraw) by deleting the inappropriate action.
- Enter the cash-in / unit code number and option code where required in box 13.

Where changes are to be made to an option, for an existing subject entry, you should first withdraw the existing subject and option code and then enter the amended subject and option code.

Please refer to our Information Manual for further details of how to complete particular boxes and for a list of specification and unit codes.

Name: A. PEARSON Phone/extension: 01243 567 890

Signature: A. PEARSON Date: 30/03/04

Position: DEPUTY HEAD TEACHER

Sheet ___ of ___

Form C3A

Revised 06/03