

1 Centre number
12134

2 Centre name
HIGH SCHOOL

Changes to Entry Level Certificate (Academic)

How to complete this form

- Use this form to amend your existing candidates' entries.
- Information concerning amendments is given in our Information Manual.
- Enter the date of the appropriate examination series:

month	year
04	06
- New candidates should be entered using form E3.

- IMPORTANT:** Tick box if any entry on this sheet is for a specification for which no previous entries have been made.
- Return the top copy to Entries and Certification Centre, Edexcel, 32 Russell Square, London WC1B 5DN.
- Keep RED copy

For all candidates:		1		2		3		4		5		6		7	
Candidate number	Candidate name (in block letters) surnames followed by a color and forenames (use de if necessary)	has this candidate previously been entered on this form	box no.	date of birth (day)	month	year	year	term	action required	specification no.	action required	specification no.	action required	specification no.	action required
9001	THOMAS : DAVID KEVIN	<input type="checkbox"/>	M16	04	87				Enter* Withdraw	8912	Enter* Withdraw	8930	Enter* Withdraw		Enter* Withdraw
9010	STEELE : SIMON	<input type="checkbox"/>	M13	12	86				Enter* Withdraw		Enter* Withdraw		Enter* Withdraw		Enter* Withdraw
4672	ENGLISH : BEN	<input checked="" type="checkbox"/>	M23	12	87				Enter* Withdraw		Enter* Withdraw		Enter* Withdraw		Enter* Withdraw
		<input type="checkbox"/>							Enter* Withdraw		Enter* Withdraw		Enter* Withdraw		Enter* Withdraw
		<input type="checkbox"/>							Enter* Withdraw		Enter* Withdraw		Enter* Withdraw		Enter* Withdraw
		<input type="checkbox"/>							Enter* Withdraw		Enter* Withdraw		Enter* Withdraw		Enter* Withdraw
		<input type="checkbox"/>							Enter* Withdraw		Enter* Withdraw		Enter* Withdraw		Enter* Withdraw
		<input type="checkbox"/>							Enter* Withdraw		Enter* Withdraw		Enter* Withdraw		Enter* Withdraw

Birth number (E3) and name (E) must be given for each candidate regardless of changes required

Changes to personal details

- To amend the candidate name, enter the correct name (E), underline the alteration and tick the adjacent box
- To amend the candidate's sex (S), date of birth (B), year (Y), or term (T), enter the requested 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If a candidate is being withdrawn from all subjects, insert the letter D (for delete) in the General Name box (E), after quoting the candidate's number and name

Changes to subject details

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

- Indicate the required action (to enter or withdraw) by selecting the appropriate action.
- Enter the specification number where required in box 9

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

Name: MR A PERSON Phone/extension: 01234 567 870

Signature: A. PERSON Date: 16/04/04

Position: EXAMINATIONS OFFICER

*Delete as appropriate

Sheet of