

Candidate number  
12134

Candidate name  
HIGH SCHOOL

# Changes to GCSE entries

### 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: **04-06** month year
- **IMPORTANT:** Tick box if any entry on this sheet is for a specification or module 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. Specification or unit codes for subjects being entered								
3 Candidate number	4 Candidate name (in block letters) Surname followed by a colon and forename(s) (max 40 characters)	5 Tick box if amending personal details or enter 'X' if candidate withdrawing from all subjects	6 Form	7 Date of birth dd/mm/yyyy	8 Cand. status	9 Year	10 Form	11 Unique candidate identifier (UCI) must be supplied for all modular candidates	12 action required	13 specification/ unit code	14 opt. code	15 action required	16 specification/ unit code	17 opt. code	18 action required	19 specification/ unit code
0001	SMYTH: ROBERT JOHN	<input checked="" type="checkbox"/>	M	02/02/86				1213400100001P	Enter* Withdraw	5601		Enter* Withdraw	5605		Enter* Withdraw	1387HA
0002	BROWN: SARAH	<input type="checkbox"/>	D	13/05/87				1213400200002A	Enter* Withdraw			Enter* Withdraw			Enter* Withdraw	
0004	JONES: MICHAEL	<input type="checkbox"/>	M	23/04/86				1213400100004H	Enter* Withdraw	5601		Enter* Withdraw	5605		Enter* Withdraw	1387HA
		<input type="checkbox"/>							Enter* Withdraw	1387FA		Enter* Withdraw			Enter* Withdraw	
		<input type="checkbox"/>							Enter* Withdraw			Enter* Withdraw			Enter* Withdraw	
		<input type="checkbox"/>							Enter* Withdraw			Enter* Withdraw			Enter* Withdraw	
		<input type="checkbox"/>							Enter* Withdraw			Enter* Withdraw			Enter* Withdraw	
		<input type="checkbox"/>							Enter* Withdraw			Enter* Withdraw			Enter* Withdraw	
		<input type="checkbox"/>							Enter* Withdraw			Enter* Withdraw			Enter* Withdraw	

Each number (3) and name (4) must be given for each candidate regardless of changes required.

- Changes to personal details**
- To amend the candidate name, enter the correct name (3), 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, enter the letter 'X' (for ticked) in the Annual Name box (6) 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 specification numbers required.

### Changes to subject details

- If changes are required to a candidate's subject entries, then:
- indicate the required action (to enter or withdraw) by deleting the corresponding action.
  - Enter the specification / unit code number and option code where required in box 11, 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 subjects and option codes.
- Name: **MR A PEARSON** Telephone: **01254 567 890**  
 Signature: **A. PEARSON** Date: **16/03/04**  
 Position: **EXAMINATIONS OFFICER**

\*Delete as appropriate