

# Changes to GCSE entries

1 Centre number

2 Centre name

## 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
- **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 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 specification/unit code	opt. code	action required	13 specification/unit code	opt. code	action required	13 specification/unit code	opt. code
				<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		
				<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		

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

### 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 specification numbers 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 specification / 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 subjects and option codes.

Name..... Phone/extension.....

Signature..... Date.....

Position.....

\*Delete as appropriate

Sheet  of