



Stratford College London

43 West Ham Lane, London E15 4PH

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Please attach 2 recent Photographs

APPLICATION FORM – EXAM ENTRIES

PLEASE WRITE IN BLOCK CAPITALS (in BLACK ink)

Personal Details	
Title (Mr/Mrs/Miss/Ms): _____	Family Name: _____
Other Name(s): _____	
Date of birth: ____/____/____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality: _____	Place of Birth: _____ Country of Birth: _____
Passport Number: _____	Tel/Mobile No: _____
Address: _____ _____ _____	E-mail: _____ UCI No: _____

Qualification you wish to take: **GCSE / GCE / IGCSE**

Exam Board: **OCR / EDEXCEL / CAMBRIDGE / AQA / OXFORD**

Exam Series: **JANUARY / MAY / JUNE / OCTOBER / NOVEMBER**

Subjects you wish to take : _____

Is English your first language? **YES / NO**

How did you hear about this college? _____

Declaration
I sign to confirm that the above information is, to the best of my knowledge, true and complete, and I have read the Terms and Conditions of Registration as set out overleaf.

Signature _____ **Date** ____/____/____

FOR OFFICE USE ONLY					
ID No.	Candidate No	UCI No	Exam Series	Exam Fees	Receipt No. & Date

Centre Name: Stratford College London
Centre No: 13237

TERMS AND CONDITIONS OF REGISTRATION

(All students must ensure that they read the following Terms and Conditions of Exam Registration before they sign the Application Form)

- 1.** Candidates must ensure that they provide the correct original documents when registering for an exam. Exam Registration Form must be completed in full and accurately. Candidates must provide proof of ID (e.g. passport) and a passport size photo at the time of registration.
- 2.** Candidates must provide the correct syllabus code, option codes and components of the exams they wish to take at the time of exam registration. The centre will not take responsibility for incorrect exam entries if the candidate fails to provide the correct information.
- 3.** Registration for an exam, together with payment of fees, constitutes a binding agreement on the candidate to take the exam. All exam fees are payable at the time of registration.
- 4.** Candidates must not arrive late at the examination centre. Some awarding bodies have very strict rules on lateness. Candidates must arrive at the centre 15 minutes before the stipulated starting time.
- 5.** It is the candidate's responsibility to bring essential stationery items with them to the exam room, e.g. pen, pencil, pencil sharpener, eraser, ruler, calculator, set of mathematical instruments, etc. The college is an examination centre only and will not provide these items.
- 6.** Candidates must not take into the exam room materials which are not allowed, e.g. notes, books, dictionary, mobile phones, etc.
- 7.** Candidates must not become involved in any unfair or dishonest practice during the exam.
- 8.** If candidates try to cheat, or break the rules in any way, they could be disqualified from the exam.
- 9.** Candidates must not talk to or try to communicate with or disturb other candidates once the exam has started. They must not borrow anything from another candidate during the exam.
- 10.** The college will not hesitate to address any breach of the exam rules. If a candidate is required to leave the college due to any breach of rules, exam fees paid will not be refunded.
- 11.** If a candidate fails to attend the exam, fees paid will not be refunded.
- 12.** If a candidate withdraws an exam entry before the high late fee date you will be refunded the entry fee. If you withdraw an entry after this date, you will not be issued with a refund for the entry fee unless you can provide supporting medical evidence that the candidate could not complete the exam. Refund of awarding bodies exam fees is at the discretion of the Examination Board. The examination centre's administration fee is non-refundable.
- 13.** Any post results requests for re-marking, copy of candidate's exam scripts or any other request for documents from the Examination Board will incur a charge of £50.00 as our centre administration cost in addition to the Exam Board's charges.