

## **YEAR 11 2018 EXAMINATION ENTRIES**

### ***FOR CHECKING BY PUPILS IN CONSULTATION WITH PARENTS***

Please check carefully your proposed exam statement of entry. It will be expensive for you if we have to make changes after your entries have been sent to the exam board/s.

#### **ARE YOUR ENTRIES CORRECT?**

The statement of entry shows details of all the GCSE certification entries that have been made by the school. If you feel your entries are **not correct** (*e.g. a subject is missing*), you must take this to your subject teacher immediately.

#### **IS YOUR NAME CORRECT?**

IF **NO** – you must provide official evidence to the Exams Office immediately.  
Your name for any certificates must be your legal name.

#### **IS YOUR D.O.B CORRECT?**

IF **NO** – you must provide official evidence to the Exams Office immediately.

#### **PLEASE NOTE**

**NO AMENDMENTS WILL BE MADE TO YOUR NAME OR DATE OF BIRTH WITHOUT VERIFICATION FROM AN OFFICIAL DOCUMENT, SUCH AS BIRTH CERTIFICATE OR PASSPORT ETC. (photocopies are acceptable).**

**IF** you are unsure about any of the above procedures, please contact the Exams Officer immediately.