

Reporting an unauthorised entry

Complete the form below for a candidate who sits an exam without an entry. You must confirm that the candidate sat the exam under the conditions stated in section 5.1.6 of the Cambridge Handbook. Please submit this form within seven days of the last exam in the syllabus affected.

Candidate details (enter full details below)

Centre number	<input type="text"/>	Centre name	<input type="text"/>
Candidate number	<input type="text"/>	Candidate name	<input type="text"/>
Date of birth (DD/MM/YY)	<input type="text"/>	Gender	<input type="text"/>
		Previous entry details (If applicable)	<input type="text"/>
		Candidate status	<input type="text"/>

Declaration

Please enter the candidate above for the option(s) listed. I confirm they have taken all components of the requested option(s) at this centre and that:

- The candidate sat all question papers in the scheduled exam session in accordance with our local Key Time
- All oral and practical tests or coursework components were completed in the period permitted and marks/samples will be submitted on time
- The candidate has been added to the attendance register for the relevant components
- I am aware that it is not permitted to make photocopies of papers to accommodate extra candidates
- I am aware that no question papers, statements of entry, attendance registers, bar-coded labels or other exam materials will be sent to accommodate this extra candidate.

Authorising signature

Signature	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>
Name	<input type="text"/>		

If you submit this form electronically, please tick the check box as an alternative to signing the form.

Syllabus entries (including option code)

Syllabus code	Option code	Syllabus title
<i>(Example) 0511</i>	<i>A</i>	<i>English as a Second Language</i>

Go to the next page for further information.

You will be charged the highest level of late entry fees for any additional entries or changes to entry options submitted on this form. Details of our late entry fees can be found in our fees list available in the 'My Messages' section of Direct.

Please do not use this form to apply for special consideration. You should use Exam day – Form 7 or apply through Direct instead.

Guidance notes

Returning this form

Return this form to info@cambridgeinternational.org. Include your centre number and 'Exam day: Form 12 Reporting an unauthorised entry' in the email subject line. Save a copy of the form for your own records. If you are an Associate Centre and work with us through a Cambridge Associate, please submit this form directly to them.

This is an interactive PDF. To complete it on screen we recommend you use Adobe Reader 9 or later or Adobe Acrobat. If you use a lower version of Adobe Reader, your data will not be saved. You can download Adobe Reader for free at <http://www.adobe.com/products/reader.html>