

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.

1. Declaration

Please enter the candidate below 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.

2. Authorising signature

Signature Date (DD/MM/YY)

Name

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

3. Candidate details (enter full details below)

Centre number Centre name

Candidate number Candidate name

Date of birth (DD/MM/YY) Gender Previous entry details (if applicable)

4. Syllabus entries (including option code)

Syllabus code	Option code	Syllabus title
(Example) 0511	A	English as a Second Language

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 CIE Direct.

Please do not use this form to apply for special consideration. You should use 'Exam Day - Form 7' or apply through CIE Direct instead.

Returning this form

Return this form to info@cambridgeinternational.org Please include your centre number and the form name and number in the email subject line. Save a copy of the form for your own records.