



Wotton House International School  
Wotton House, Horton Road  
Gloucester, GL1 3PR  
01452 764304  
01452 764248

External Candidate Exam Entry Form

Please complete this form in full.

Candidate Details:

<b>Candidate Name:</b>	<b>Date of Birth:</b>	<b>Male/Female:</b>
<b>Address</b>	<b>Email</b>	<b>Telephone no(s)</b>
<b>Next of kin details, in case of emergency (Name and contact number)</b>		
<b>Access arrangements:</b>  Yes:      *      No:	<b>* If yes, please provide more details below.</b>	
<b>Do you have any mobility issues?</b>	<b>Yes/No</b> (delete as applicable)	



<b>Total Cost: (exam board fee + £345 per qualification)</b>				
<p><b>By submitting this form, I am agreeing to pay the centre administration and exam board entry fees</b></p> <p><b>Candidate Signature:</b></p> <p><b>Date:</b></p>				
<p><b>Please attach copy of your ID (<i>passport/photo driving license</i>)</b>  A form is available if you have neither.</p>				
<b><u>For Office Use:</u></b>				
Invoiced:	Invoice Number:	Payment received:	On file:	Entered:

### What happens next?...

- After our internal deadline has passed, we will prepare the entries, then make the entries on the exam boards' websites. Around this time, you will receive an invoice

and we would request that you pay this as soon as possible; we may also come back to you with some queries or ask for some clarification.

- We will also require a copy of the candidate's photo ID; this must be received ahead of the first exam.
- Once the entries have been confirmed we will forward to you the Confirmation of Entry which will have the details of the exams and their dates and time. Please check this carefully for any errors.
- If the candidate suffers from anxiety, we can make arrangements for a visit prior to the exams - either as an open morning or on an individual basis.
- Please keep your Confirmation of Entry safe as we will not be sending out any further reminders.
- General information and guidance will be sent out via MailChimp emails.