

REGULATIONS FOR SUBMITTING APPLICATION FORM FOR POLISH EXAMS

SEPTEMBER 2007 – AUGUST 2008

The following information is important. It is essential that you read it carefully and sign your application form to indicate that you have read and understood the following regulations.

1. GCSE, AS and A2 examinations in Polish take place only once a year. Please make sure that you can sit the exam you intend to take on the day and at the time indicated in your application form.
2. Make sure that you do not have any clashes with other exams on the same day. If you do or if you are not sure whether you do, we encourage you strongly to ask your school / home institution to enter you for the Polish exam(s). Our centre **does NOT offer transfers**.
3. Our centre is not able to offer any special arrangements (e.g. more exam time). If you require any special arrangements, please enter for the exam with your school / home institution.
4. You should use only one Unique Candidate Identifier (UCI) number for all your GCSE and A Level examinations. Make sure you know your UCI number Ask Examinations Officer at your school. **Your application will be refused if you do not supply your UCI number.**
5. Make sure you put all your personal details correctly and complete the application form neatly. The certificate will show all your details as entered in your application. All changes to your personal details due to your mistake or unclear writing will incur a fee.
6. The application fee is not refundable.
7. Our centre reserves the right not to accept a candidate without disclosing the reason.
8. Make all your communication with our centre in writing.