



POLSKA MACIERZ SZKOLNA

POLISH EDUCATIONAL SOCIETY

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www.polskamacierz.org • Registered Charity 1159980

REGULATIONS FOR SUBMITTING APPLICATION FORM FOR POLISH EXAMS

SEPTEMBER 2018 – AUGUST 2019

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 you can sit the exam you intend to take on the day and at the time indicated in your application form.
2. Please 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 access arrangements (e.g. more exam time). If you require any special access arrangements, please enter for the exam with your school/home institution. It is the candidate's responsibility to advise the Examinations Officer **as soon as possible** of any additional requirement which needs to be addressed. The candidate will be required to provide supporting evidence of such need and we will make the necessary applications to the Exam Boards if the special access arrangements are within a scope of Centre's resources and facilities.



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4. You should use only one **Unique Candidate Identifier (UCI)** number for all your GCSE, AS and A2 examinations. Please make sure you know your UCI. Ask Examinations Officer at your school. Your application may be refused if you do not supply your UCI number.
5. Please 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. Policies of the centre are available at the Exam Centre Office upon request.
9. Our centre does not take responsibility for any personal belongings of candidates.
10. Please make all your communication with our centre **in writing**.