Examination stationery and entry forms

Guidance notes for centres

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Guidance notes for centres

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1 Introduction

This document contains examples of completed forms, plus notes for guidance; it is designed to assist centre administrators in the completion of examination stationery and entry forms – it can also be found online at www.cityandguilds.com/centreadmin within the 'form guidance' section.

Please ensure that all invigilators and examination secretaries are provided with a copy of this document.

Incomplete or inaccurate data, including incorrectly completed forms, will inevitably cause delays in processing and may delay the despatch of question papers and the subsequent issue of results; it is therefore essential that all candidate entry data provided is correct and complete.

Listed below are some essential 'rules' when completing forms; however, we strongly recommend you familiarise yourself with the completed examples provided later on in this document.

Pre-printed data
Manual amendments/annotations **must not** be made to pre-printed data. Any discrepancies between materials expected and those received must be reported immediately to the contact details on page 06.

Completion of forms
All forms must be completed in block capitals **using black or blue ink**; all data provided must be kept within the boxes provided, see example below.

Characters outside boxes
This character is 'A'. Our scanning software recognises the area indicated by the red box, this would need to be manually verified.

Unclear characters
This example could be a 'T' or a 'J', this could be misinterpreted by our scanners or verifiers.

Candidate date of birth
Dates of birth are a mandatory requirement. If a date of birth is not provided a **default** date of **01.01.1900** will be used. Please be aware that this date will appear on all documents including any certificates issued.

Candidate attendance indicator
The IC is essentially a register of attendance; therefore, an indicator of Present or Absent **must** be provided for each candidate listed. Clearly, for any candidate marked Present there must be an accompanying MA or worked script.

Invigilator's signature
ICs **must** be signed by the invigilator.

2 Pre and post examination procedures

Receipt of examination materials

On receipt of any materials from City & Guilds it is important to check the content provided against the accompanying delivery note. For on demand examinations it is **essential** that an **additional check** is carried out to ensure that the 'version' number printed on question papers, ICs and multiple choice answer sheets (MA) **match**. Any discrepancies/mismatches must be reported immediately using the contact details provided below:

For UK centres and UK administered centres:
Email: qpreceipts@cityandguilds.com
Telephone: +44 (0)20 7294 2787

For International Branch administered centres:
Your local City & Guilds branch office.

Non receipt of examination materials

If you have **not** received materials that you were expecting, i.e. for which you have received an order confirmation, please report this immediately using the contact details below:

For UK centres and UK administered centres:
Email: centresupport@cityandguilds.com
Telephone: +44 (0)20 7294 2787

For Branch administered centres:
Your local City & Guilds branch office.

Once you are satisfied that you have received everything listed on the delivery note please ensure that any examination papers are stored in a secure location, in accordance with the 'regulations for the conduct of examinations' guidance information, this document can be found at www.cityandguilds.com/centreadmin in the 'examinations' section.

Conducting examinations

Examinations must be conducted in accordance with the regulations documented in the 'regulations for the conduct of examinations'. This document can be found at www.cityandguilds.com/centreadmin in the 'examinations' section.

Post examination

It is the centre's responsibility to ensure that all details required on examination documents are completed in full and that the information provided is correct. Incomplete or inaccurate data, or incorrectly completed forms, will inevitably cause a delay in processing and may affect the issue of results.

Returning completed scripts

With the exception of branch administered centres who should return exam materials to the local branch office all completed and unused examination materials should be returned to the address indicated on the invigilation certificate within one working day of the examination. If an examination does not take place, return all exam forms and materials immediately with '**exam not sat**' written clearly across the invigilation certificate. It is recommended that you use a traceable delivery service to minimise the risk of your parcel being lost in transit.

Candidate amendments

Any changes to candidate details should be completed before certificates are issued. Candidate amendments should be made online via the Walled Garden or by following the instructions which can be found at www.cityandguilds.com/centreadmin under the 'amend centre and candidate details' section.

3 1050 – Named multiple choice invigilation certificates (IC)

Multiple choice IC are used for all multiple choice examinations where all candidate details are provided on entry.

Pre-printed text
Contains centre and examination details. Please do not write here or alter this text in any way.

Candidate details
Lists candidates that have been entered for the examination. 20 candidates per page.

D) Additional candidates
Space is provided for two additional candidates per page.

M) Date and time
Should only be completed if the exam date or time is different to that printed on the top of this form.

N) Invigilator
Invigilator's full name in block capitals, signed and dated.

O) Exam secretary signature
Date that MAs are sent to London, signed and dated.

Return address
The address to which MAs should be returned.

A) Enrolment number

B) Candidate name

C) Attendance

E) First name(s)

F) Last name

G) Ethnic code and particular requirements*

H) Enrolment number

I) Gender

J) Date of birth

K) Other details code*

L) Other details text*

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Multiple choice invigilation certificate

City & Guilds delivery reference
0605001050
Centre cohort reference

Centre	019999 CGLI Test Centre
Qualification	7065-12 Diploma in Food Preparation and Cooking (Culinary Arts)
Assessment	7065-016 Food Preparation and Cooking (Culinary Arts) Principles 2: Multiple-choice
Exam date	Mon 01 Dec 2008 Start time 09:30 End time 12:00 Exam Version

Page 1 of 1

Please indicate the actual date and time of this examination if different from that printed at the top of this form

Exam date 02 12 2008
Start time 09 30
End time 12 00

City & Guilds only
Number of pre-printed candidates present on this page: 01

Invigilator
I hereby testify that this examination was carried out in accordance with the requirements set out in the latest version of City & Guilds 'Regulations for the conduct of examinations'

Name (BLOCK CAPITALS)
INVIGILATOR'S NAME
Signed *J. Name* Date 02/12/2008

Examinations secretary
Date of despatch 02/12/2008
Signed *E. Secretary* Date 02/12/2008

Please return white copy with candidates completed work to the address below immediately following the examination, (even if no candidates were present).

City & Guilds
1 Giltspur Street
London
EC1A 9DD
UNITED KINGDOM

Enrolment number	Candidate name	Present	Absent
ABC1234	JOHN SMITH	✓	

RICHARD BILLY Date of birth 15 02 1987 Sex M
WRIGHT Other details code CN ZA2673
CANDIDATE NAME

Ethnic code Particular Requirements DQ

1050 Named

Additional candidates as authorised by City & Guilds

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*Refer to separate code listings at www.cityandguilds.com/centreadmin under 'form guidance'.

08 Examination stationery and entry forms

The pre-printed information on the form relates specifically to the order placed, therefore this form should not be used for any other examinations. Please do not amend the pre-printed information as this will inevitably cause processing delays. Should any of the pre-printed details be inaccurate please contact City & Guilds immediately.

Step 1

Use BLOCK CAPITALS and BLACK or BLUE ink to complete the form.

You must select either **present** or **absent** for all candidates listed on the form by ticking the relevant attendance box (field C), failure to do so **will cause a delay** in processing your MAs

Attendance (field C):

Present	Absent
	✓

Step 2

Additional candidates

In special circumstances City & Guilds will authorise candidates to sit an exam for which they have not been entered. Candidate details must be entered in the area provided at the bottom of the IC. Candidates may only be added if authorisation has been given by City & Guilds. Candidates added without authorisation may not be processed. (Step 3 shows how this section of the IC should be completed.) Additional fees apply, please see www.cityandguilds.com/centreadmin for more information.

Substituting candidates is not allowed under any circumstances.

No pre-printed candidates information should be amended on the IC, candidate amendments may be completed online or via the candidate amendment form.

Step 3

Enter the candidate's first name(s) (field E) and last name (field F) as it will appear on results and certificates. This information is not required if you have an enrolment number.

Middle names should be entered in the first name area separated by a single space as shown in the sample below.

First name(s) (field E):

R I C H A R D ␣ B I L L Y (s) t ␣ N A M E (s)

Last name (field F):

W R I G H T A T E ␣ L A S T ␣ N A M E

Step 4

Enter the candidate's enrolment number (field H).

Enrolment number (field H):

E N R | N O L   If you do not have an enrolment number enter 'ENR'.

The candidate's gender (field I) and date of birth (field J) must be entered.

Gender (field I) and date of birth (field J):

Sex: M   Date of birth: 1 5 0 2 1 9 8 7

Gender codes: **Date of birth format:**
M – Male DD-MM-YYYY (Day – Month – Year)
F – Female

Step 5

Enter other details code (field K) and the associated information in other details text (field L).

The information is only required for a small number of assessments, information can be found in individual qualification handbooks.

Other detail code (field K):

Other details code: C N

Other detail text (field L):

Other details text: Z A 2 6 7 3

The sample used is for 'centre's own candidate number'.

Step 6

Enter a particular requirement code (field G) where these apply, eg where amanuensis has been used.

Particular requirements code (field G):

Particular Requirements: D Q   (Sample used – disqualified)

Please note that ethnic code (field G) is no longer used by City & Guilds. This section of the form can therefore be ignored.

Step 7

Only complete field M if the exam date or time is different to that printed on the top of the form.

Date and time (field M):

Please indicate the actual date and time of this examination if different from that printed at the top of this form

Exam date	0 2 - 1 2 - 2 0 0 8
Start time	0 9 3 0
End time	1 2 0 0

Step 8

The invigilator must print their name, sign and date the form.

Sample invigilator (field N):

Invigilator

I hereby testify that this examination was carried out in accordance with the requirements set out in the latest version of City & Guilds 'Regulations for the conduct of examinations' document

Name (BLOCK CAPITALS)   INVIGILATOR'S NAME

Signed _I. NAME_   Date 02/12/2008

Step 9

The examination secretary must ensure that the form is completed and all details supplied are correct, then complete the 'examinations secretary' section of the form.

Examinations secretary (field O):

Examinations secretary

Date of despatch 02/12/2008

Signed _E. SECRETARY_   Date 02/12/2008

Completed forms and MAs (including unused MAs) should be returned no later than one working day after the examination.

4 1051 – Un-named multiple choice invigilation certificates (IC)

Un-named multiple choice IC are used for all multiple choice examinations where no candidate details are provided on entry.

Pre-printed text
Contains centre and examination details. Please do not write here or alter this text in any way.

Eight separate sections allow up to eight candidates to be entered onto one page.

D) Particular requirements*

C) Ethnic code
(no longer used, please ignore)

J) Attendance

I) Other details text*

Return address
The address to which MAs should be returned.

M) Exam secretary signature
Date that examination scripts sent to London, signed and dated.

B) Last name

H) Other details code*

G) Date of birth

A) First name(s)

F) Gender

E) Enrolment number

K) Exam date/time
If the exam date or time is different to that printed on the top of this form indicate correct details here.

L) Invigilator
Invigilator's full name in block capitals, signed and dated.

Multiple choice invigilation certificate

City & Guilds

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Centre 019999   CGLI Test Centre

Qualification 3792-11   Level 1 Certificate in Adult Numeracy

Assessment 3792-300   Adult Numeracy Level 1

Exam date Mon 01 Dec 2008   **Start time** 10:00   **End time** 11:15   **Exam Version** 07VERE   **Page** 1 **of** 1

City & Guilds delivery reference 0605001051

Centre cohort reference DELGRP01

Use BLOCK CAPITALS and BLACK or BLUE ink only

JOHN / SMITH / 17-06-1990 / Sex M / Ethnic code 2 3 / Particular Requirements D Q / Other details CN / Present

ABC1234

Invigilator
I hereby testify that this examination was carried out in accordance with the requirements set out in the latest version of City & Guilds 'Regulations for the conduct of examinations' document
Name (BLOCK CAPITALS) I. NAME
Signed _____ Date 02/12/2008

Please indicate the actual date and time of this examination if different from that printed at the top of this form
Exam date 02-12-2008
Start time 10 30
End time 11 45

City & Guilds only
140200325 4500025079

Examinations secretary
Please return white copy with candidates' completed work to the address below immediately following the examination. (even if no candidates were present).
City & Guilds
1 Giltspur Street
London
EC1A 9DD
United Kingdom

Date of despatch 03/12/2008
Signed E. SECRETARY
Date 03/12/2008

1051   Un-named

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*Refer to separate code listings at www.cityandguilds.com/centreadmin under 'form guidance'.

10   Examination stationery and entry forms

The pre-printed information on the form relates specifically to the order placed, therefore this form should not be used for an other examinations. Please do not amend the pre-printed information as this will inevitably cause processing delays. Should any of the pre-printed details be inaccurate please contact City & Guilds immediately.

Step 1

Enter the candidate's first name(s) (field A) and last name (field B) as it will appear on results and certificates. This information is not required if you have an enrolment number.

First name(s) (field A):

| J | O | H | N | | DATE | F | I | R | S | T | | N | A | M | E | (S) |

Last name (field B):

| S | M | I | T | H | | DATE | L | A | S | T | | N | A | M | E | |

Step 2

Use BLOCK CAPITALS and BLACK or BLUE ink to complete the form.

Enter the candidate's enrolment number (field E).

Enrolment numbers are a seven digit alphanumeric value that is assigned by City & Guilds, unique for each candidate. Enrolment numbers are formatted AAA1111.

Enrolment number (field E):

| A | B | C | 1 | 2 | 3 | 4 |

If you do not have an enrolment number enter 'ENR'.

Step 3

The candidate's gender (field F) and date of birth (field G) must be entered.

Gender (field F) and date of birth (field G):

Sex **M** | Date of birth **1 7 – 0 6 – 1 9 9 0**

Gender codes:
M – Male
F – Female

Date of birth format:
DD-MM-YYYY (Day – Month – Year)

Step 4

Indicate if the candidate was present or absent (field J).

You must select either **absent** or **present** for all candidates on the form, failure to do so **will cause a delay** in the processing your scripts.

All scripts must be returned to City & Guilds regardless of whether candidates are present or absent.

Attendance (field J):

Present   Absent

Step 5

Enter other details code (field H) and the associated information in other details text (field I).

The information is only required for a small number of assessments, information can be found in individual qualification handbooks.

Other detail code (field H):

| C | N |

Other detail text (field I):

Other details text | Z | A | 2 | 5 | 8 |

The sample used is for 'centre's own candidate number'.

Step 6

Enter a particular requirement code (field D) where these apply, eg where amanuensis has been used.

Particular requirements code (field D):

Particular Requirements **D Q**   (Sample used – disqualified)

Please note that ethnic code (field C) is no longer used by City & Guilds. This section of the form can therefore be ignored.

Step 7

Only complete field K if the exam date or time is different to that printed on the top of the form.

Date and time (field K):

Please indicate the actual date and time of this examination if different from that printed at the top of this form

Exam date | 0 | 2 | – | 1 | 2 | – | 2 | 0 | 0 | 8 |
Start time | 1 | 0 | : | 3 | 0 |
End time | 1 | 1 | : | 4 | 5 |

Step 8

The invigilator must print their name, sign and date the form.

Invigilator (field L):

Invigilator

I hereby testify that this examination was carried out in accordance with the requirements set out in the latest version of City & Guilds 'Regulations for the conduct of examinations' document

Name (BLOCK CAPITALS)   INVIGILATOR'S NAME

Signed   J. name   Date 02/12/2008

Step 9

The examination secretary must ensure that the form is completed and all details supplied are correct, then complete the 'examinations secretary' section of the form.

Examinations secretary (field M):

Examinations secretary

Date of despatch 03/12/2008
Signed E. SECRETARY
Date 03/12/2008

Completed forms and scripts (including unused MAs) should be returned no later than one working day after the examination.

11   Examination stationery and entry forms

5 4050 – Named examiner marked invigilation certificates (IC)

Examiner marked IC are used for all written examinations where all candidate details are provided on entry.

Pre-printed text
Contains centre and examination details. Please do not write here or alter this text in any way.

L) Date and time
If the exam date or time is different to that printed on the top of this form indicate correct details here.

M) Invigilator
Invigilator's full name in block capitals, signed and dated.

N) Exam secretary
Date that examination scripts sent to London, signed and dated.

Return address
The address to which examination scripts should be returned.

Candidate details
Lists candidates that have been entered for the examination. 18 candidates per page.

A) Enrolment number

B) Candidate name

C) Attendance

D) Enrolment number

E) First name(s)

F) Last name

G) Ethnic code and particular requirements*
(Ethnic code is no longer used)

H) Gender

I) Date of birth

J) Other details code*

K) Other details text*

Additional candidates
Space is provided for two additional candidates per page.

Form content

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City & Guilds

Examiner marked invigilation certificate

Centre	019999	CGLI Test Centre
Qualification	8030-22	Technician Diploma in Engineering
Assessment	8030-210	Engineering Fundamentals 2
Exam date	Mon 01 Dec 2008	Start time 09:30 End time 12:30 Exam Version Page 1 of 1

City & Guilds delivery reference
0605004050
Centre cohort reference

Enrolment number **ABC1234** Candidate name **JOHN SMITH**

Please indicate the actual date and time of this examination if different from that printed at the top of this form

Exam date	0 2	1 2	2 0 0 8
Start time	0 9	3 0	
End time	1 2	3 0	

City & Guilds only
No. of pre-printed candidates present on the page. 01

Invigilator
I hereby testify that this examination was carried out in accordance with the requirements set out in the latest version of City & Guilds 'Regulations for the conduct of examinations'

Name (BLOCK CAPITALS) INVIGILATOR'S NAME
Signed *I. Name* Date 02/12/2008

Examinations secretary
Date of despatch 02/12/2008
Signed *E. SECRETARY* Date 02/12/2008

Please return white and yellow copies with candidates' completed work to the address below immediately following the examination, (even if no candidates were present).

City & Guilds
1 Giltspur Street
London
EC1A 9DD
UNITED KINGDOM

Candidate entries

E N R R I C H A R D   B I L L Y   W R I G H T   Z A 2 6 7 3
Sex M Date of birth 1 5 0 2 1 9 8 7
Other details code C N Other details text

Examiner 1 2 3 4 5 6
City & Guilds only 140000326 450002587R

4050 Named

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*Refer to separate code listings at www.cityandguilds.com/centreadmin under 'form guidance'.

12 Examination stationery and entry forms

The pre-printed information on the form relates specifically to the order placed, therefore this form should not be used for any other examinations. Please do not amend the pre-printed information as this will inevitably cause processing delays. Should any of the pre-printed details be inaccurate please contact City & Guilds immediately.

Step 1

Use BLOCK CAPITALS and BLACK or BLUE ink to complete the form.

You must select either **present** or **absent** for all candidates listed on the form by ticking the relevant attendance box (field C), failure to do so **will cause a delay** in processing your scripts.

Attendance (field C):

Present	Absent
	✓

Step 2

Additional candidates

In special circumstances City & Guilds will authorise candidates to sit an exam for which they have not been entered. Candidate details must be entered in the area provided at the bottom of the IC. Candidates may only be added if authorisation has been given by City & Guilds. Candidates added without authorisation may not be processed. (Step 3 shows how this section of the IC should be completed.) Additional fees apply, please see www.cityandguilds.com/centreadmin for more information.

Substituting candidates is not allowed under any circumstances.

No pre-printed candidates information should be amended on the IC, candidate amendments may be completed online or via the candidate amendment form.

Step 3

Enter the candidate's enrolment number (field D).

Enrolment number (field D):

| E | N | R | N | O | . |

If you do not have an enrolment number enter 'ENR'.

The candidate's gender (field H) and date of birth (field I) must be entered.

Gender (field H) and date of birth (field I):

| Sex | M | | Date of birth | 1 | 5 | 0 | 2 | 1 | 9 | 8 | 7 |

Gender codes:
M – Male
F – Female

Date of birth format:
DD-MM-YYYY (Day – Month – Year)

Step 4

Enter the candidate's first name(s) (field E) and last name (field F) as it will appear on results and certificates. This information is not required if you have an enrolment number.

Middle names should be entered in the first name(s) area separated by a single space as shown in the sample below.

First name(s) (field E):

| R | I | C | H | A | R | D | | B | I | L | L | Y | S | T | | N | A | M | E | S | | |

Last name (field F):

| W | R | I | G | H | T | | L | A | S | T | | N | A | M | E | | |

Step 5

Enter other details code (field J) and the associated information in other details text (field K).

The information is only required for a small number of assessments, information can be found in individual qualification handbooks.

Other detail code (field J):

| C | N |

Other detail text (field K):

| Z | A | 2 | 6 | 7 | 3 | | | | | | | | | | | |

The sample used is for 'centre's own candidate number'.

Step 6

Enter a particular requirement code (field G) where these apply, eg where amanuensis has been used.

Particular requirements code:

| Particular Requirements | D | Q | (Sample used – disqualified) |

Please note that ethnic code (field G) is no longer used by City & Guilds. This section of the form can therefore be ignored.

Step 7

Only complete field L if the exam date or time is different to that printed on the top of the form.

Date and time (field L):

Please indicate the actual date and time of this examination if different from that printed at the top of this form

Exam date	0	2	-	1	2	-	2	0	0	8
Start time	0	9	:	3	0
End time	1	2	:	0	0

Step 8

The invigilator must print their name, sign and date the form.

Invigilator (field M):

Invigilator

I hereby testify that this examination was carried out in accordance with the requirements set out in the latest version of City & Guilds 'Regulations for the conduct of examinations' document

Name (BLOCK CAPITALS) INVIGILATOR'S NAME

Signed *I. NAME* Date 02/12/2008

Step 9

The examination secretary must ensure that the the form is completed and all details supplied are correct, then complete the 'examinations secretary' section of the form.

Examinations secretary (field N):

Examinations secretary

Date of despatch 02/12/2008

Signed *E. SECRETARY* Date 02/12/2008

Completed forms and scripts (including unused scripts) should be returned no later than one working day after the examination.

6 4051 – Un-named examiner marked invigilation certificates (IC)

Un-named examiner marked IC are used for all written examinations where no candidate details are provided on entry.

Pre-printed text
Contains centre and examination details. Please do not write here or alter this text in any way.

Eight separate sections allow up to eight candidates to be entered onto one page.

Results details (per candidate)
This is for City & Guilds internal use only.

D) Ethnic code
(no longer used, please ignore)

C) Last name

B) First name(s)

A) Enrolment number

F) Date of birth

E) Gender

G) Other details code*

H) Other details text*

I) Attendance

J) Particular requirements*

Return address
The address to which examination scripts should be returned.

M) Exam secretary signature
Date that examination scripts sent to London, signed and dated.

K) Exam date and time
If the exam date or time is different to that printed on the top of this form indicate correct details here.

L) Invigilator
Invigilator's full name in block capitals, signed and dated.

Form: Examiner marked invigilation certificate

T O P   C O P Y   W H I T E

City& Guilds

Centre	019999	CGLI Test Centre
Qualification	8953-11	Level 1 Certificate in Book-keeping and Accounts
Assessment	8953-011	Level 1 Certificate in Book-keeping and Accounts
Exam date	Mon 01 Dec 2008	Start time 09:00 End time 10:00 Exam Version 061078 Page 1 of 1

City & Guilds delivery reference 0605004051
Centre cohort reference DELGRP01

Use BLOCK CAPITALS and BLACK or BLUE ink only

A B C 1 2 3 4 JOHN Date of birth M 17-06-1990 Other details code CN Other details text ZA2258

SMITH Ethnic code 2 3 Particular Requirements D Q

Examinations secretary
Date of despatch ___ 03/12/2008
Signed ___ E. SECRETARY
Name ___
Date 03/12/2008

Invigilator
I hereby testify that this examination was carried out in accordance with the requirements set out in the latest version of City & Guilds 'Regulations for the conduct of examinations' document
Name (BLOCK CAPITALS) ___ INVIGILATOR'S NAME
Signed ___ g. name Date 02/12/2008

The work of the candidates listed on this sheet has been marked and appropriate results entered
Examiner ___ Examiner number ___ Name ___ Signed ___ Date ___

Please indicate the actual date and time of this examination if different from that printed at the top of this form
Exam date 0 2 - 1 2 - 2 0 0 8
Start time 1 0 3 0
End time 1 1 3 0

City & Guilds only
1402000327 4500005979

Un-named

Moderator ___ Name ___ Signed ___ Date ___

4051

Please return white and yellow copies with candidates' completed work to the address below immediately following the examination, (even if no candidates were present),

City & Guilds
1 Giltspur Street
London
EC1A 9DD

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*Refer to separate code listings at www.cityandguilds.com/centreadmin under 'form guidance'.

14   Examination stationery and entry forms

The pre-printed information on the form relates specifically to the order placed, therefore this form should not be used for any other examinations. Please do not amend the pre-printed information as this will inevitably cause processing delays. Should any of the pre-printed details be inaccurate please contact City & Guilds immediately.

Step 1

Use BLOCK CAPITALS and BLACK or BLUE ink to complete the form.

Enter the candidate's enrolment number (field A).

Enrolment numbers are a seven digit alphanumeric value that is assigned by City & Guilds, unique for each candidate. Enrolment number are formatted AAA1111.

Enrolment number (field A):

| A | B | C | 1 | 2 | 3 | 4 |

If you do not have an enrolment number enter 'ENR'.

Step 2

Enter the candidate's first name(s) (field B) and last name (field C) as it will appear on results and certificates. This information is not required if you have an enrolment number.

First name(s) (field B):

| J | O | H | N | | D | A | T | E | | F | I | R | S | T | | N | A | M | E | (S) |

Last name (field C):

| S | M | I | T | H | | D | A | T | E | | L | A | S | T | | N | A | M | E | | |

Step 3

The candidate's gender (field E) and date of birth (field F) must be entered.

Gender (field E) and date of birth (field F):

Sex | M | Date of birth | 1 | 7 | – | 0 | 6 | – | 1 | 9 | 9 | 0 |

Gender codes:
M – Male
F – Female

Date of birth format:
DD-MM-YYYY (Day – Month – Year)

Step 4

Indicate if the candidate was present or absent (field I).

You must select either **absent** or **present** for all candidates on the form, failure to do so **will cause a delay** in the processing your scripts.

All scripts must be returned to City & Guilds regardless of whether candidates are present or absent.

Attendance (field I):

| Present | Absent |

Step 5

Enter other details code (field G) and the associated information in other details text (field H).

The information is only required for a small number of assessments, information can be found in individual qualification handbooks.

Other detail code (field G):

| C | N |

Other detail text (field H):

Other details text | Z | A | 2 | 5 | 8 | | | | | | | | |

The sample used is for 'centre's own candidate number'.

Step 6

Enter a particular requirement code (field J) where these apply, eg where an amanuensis has been used.

Particular requirements code (field J):

Particular Requirements | D | Q | (Sample used – disqualified)

Please note that ethnic code (field D) is no longer used by City & Guilds. This section of the form can therefore be ignored.

Step 7

Only complete field K if the exam date or time is different to that printed on the top of the form.

Date and time (field K):

Please indicate the actual date and time of this examination if different from that printed at the top of this form

Exam date	0	2	–	1	2	–	2	0	0	8
Start time	1	0	:	3	0
End time	1	1	:	4	5

If the details are correct at the top of the form please leave this section blank.

Step 8

The invigilator must print their name, sign and date the form.

Invigilator (field L):

Invigilator

I hereby testify that this examination was carried out in accordance with the requirements set out in the latest version of City & Guilds 'Regulations for the conduct of examinations' document

Name (BLOCK CAPITALS)

INVIGELATOR'S NAME

Signed _I. NAME_   Date 02/12/2008

Step 9

The examination secretary must ensure that the form is completed and all details supplied are correct, then complete the 'examinations secretary' section of the form.

Examinations secretary (field M):

Examinations secretary

Date of despatch 03/12/2008

Signed E. SECRETARY

Date 03/12/2008

Completed forms and scripts (including unused scripts) should be returned no later than one working day after the examination.

15   Examination stationery and entry forms

7 4052 – Keyboarding invigilation certificates (IC)

Keyboarding IC are used for keyboarding examinations, no candidate details are provided on entry.

*Refer to separate code listings at www.cityandguilds.com/centreadmin under 'form guidance'

Pre-printed text
Contains centre and examination details. Please do not write here or alter this text in any way.

Four separate sections allow up to four candidates to be entered onto one page.

C) Enrolment number

I) Exam date and time
If the exam date or time is different to that printed on the top of this form indicate correct details here.

J) Invigilator
Invigilator's full name in block capitals, signed and dated.

F) Other details code*

G) Other details text*

D) Gender and date of birth

A) First name(s)

B) Last name

H) Attendance

E) Ethnic code and particular requirements*
(Ethnic code is no longer used, please ignore)

Results details (per candidate)
This is for City & Guilds internal use only.

Return address
The address to which examination scripts should be returned.

K) Exam secretary signature
Date that examination scripts sent to London, signed and dated.

Examiner marked invigilation certificate

TOP COPY WHITE

City&Guilds

City & Guilds order reference
0605004052
Centre cohort reference
DELGRP01

Centre	019999	CGLI Test Centre
Qualification	8972-02	Elementary Certificate in Typewriting
Assessment	8972-002	Elementary Certificate in Typewriting
Exam date	Mon 01 Dec 2008	Start time 09:00 End time 10:30 Exam Version 71100 Page 1 of 1

Use BLOCK CAPITALS and BLACK or BLUE ink only

CANDIDATE FIRST NAME(S)   CANDIDATE LAST NAME(S)

J O H N   S M I T H

A B C 1 2 3 4   Sex M   Date of birth 17 06 1990   Ethnic code 2 3   Particular Requirements D Q

Other details code   C N   Other details Z A 2 2 5 8

Invigilator
I hereby testify that this examination was carried out in accordance with the requirements set out in the latest version of City & Guilds 'Regulations for the conduct of examinations' document
Name (BLOCK CAPITALS) INVIGILATOR'S NAME
Signed J. NAME   Date 02/12/2008

Please indicate the actual date and time of this examination if different from that printed at the top of this form
Exam date 0 2 1 2 2 0 0 8
Start time 1 0 0 0
End time 1 1 3 0

The work of the candidates listed on this sheet has been marked and appropriate results entered
Examiner E1 1 2 3 4 5 6   Name _____ Signed _____ Date _____

City & Guilds only   147?????? 4500028078

Examinations secretary
Date of despatch 03/12/2008
Signed E. SECRETARY
Date 03/12/2008

Please return white copy with candidates' completed work to the address below immediately following the examination, (even if no candidates were present).
City & Guilds
1 Giltspur Street
London
EC1A 9DD

Moderator _____ Name _____ Signed _____ Date _____

4052   Un-named

The pre-printed information on the form relates specifically to the order placed, therefore this form should not be used for any other examination. Please do not amend the pre-printed information as this will inevitably cause processing delays. Should any of the pre-printed details be inaccurate please contact City & Guilds immediately.

Step 1

Enter the candidate's first name(s) (field A) and last name (field B) as it will appear on results and certificates.

First name(s) (field A):

| J | O | H | N | | DATE | | F | I | R | S | T | | N | A | M | E | S |

Last name (field B):

| S | M | I | T | H | DATE | | L | A | S | T | | N | A | M | E | |

Step 2

Use BLOCK CAPITALS and BLACK or BLUE ink to complete the form.

Enter the candidate's enrolment number (field C).

Enrolment numbers are a seven digit alphanumeric value that is assigned by City & Guilds, unique for each candidate. Enrolment number are formatted AAA1111.

Enrolment number (field C):

| A | B | C | 1 | 2 | 3 | 4 |

If you do not have an enrolment number enter 'ENR'.

Step 3

The candidate's gender and date of birth (field D) must be entered.

Gender and date of birth (field D):

Sex | M | Date of birth | 1 | 7 | – | 0 | 6 | – | 1 | 9 | 9 | 0 |

Date of birth format:
DD-MM-YYYY (Day – Month – Year)

Gender codes:
M – Male
F – Female

Step 4

Indicate if the candidate was present or absent (field H).

You must select either **absent** or **present** for all candidates on the form, failure to do so **will cause a delay** in the processing your scripts.

All scripts must be returned to City & Guilds regardless of whether candidates are present or absent.

Attendance (field H):

Present   Absent

Step 5

Enter other details code (field F) and the associated information in other details text (field G).

The information is only required for a small number of assessments, information can be found in individual qualification handbooks.

Other detail code (field F):

Other details code | C | N |

Other detail text (field G):

Other details text | Z | A | 2 | 5 | 8 | | | | | | | | | |

The sample used is for 'centre's own candidate number'.

Step 6

Enter a particular requirement code (field E) where these apply, eg where an amanuensis has been used.

Particular requirements code (field E):

Particular Requirements | D | Q | (Sample used – disqualified)

Please note that ethnic code (field E) is no longer used by City & Guilds. This section of the form can therefore be ignored.

Step 7

Only complete field I if the exam date or time is different to that printed on the top of the form.

Date and time (field I):

Please indicate the actual date and time of this examination if different from that printed at the top of this form

Exam date | 0 | 2 | – | 1 | 2 | – | 2 | 0 | 0 | 8 |
Start time | 1 | 0 | 3 | 0 |
End time | 1 | 1 | 4 | 5 |

Step 8

The invigilator must print their name, sign and date the form.

Invigilator (field J):

Invigilator
I hereby testify that this examination was carried out in accordance with the requirements set out in the latest version of City & Guilds 'Regulations for the conduct of examinations' document
Name (BLOCK CAPITALS)
INVIGILATOR'S NAME
Signed *J. Name*   Date 02/12/2008

Step 9

The examination secretary must ensure that the form is completed and all details supplied are correct, then complete the 'examinations secretary' section of the form.

Examinations secretary (field K):

Examinations secretary
Date of despatch 03/12/2008
Signed *E. Secretary*
Date 03/12/2008

Completed forms and scripts (including unused scripts) should be returned no later than one working day after the examination.

17   Examination stationery and entry forms

8 Electronic form S

This form is used for named registrations, block registrations, results entries, and dated entries. Electronic forms should only be used if the Walled Garden is not available. For more details on the Walled Garden go to www.cityandguilds.com/centreadmin and select 'data services'.

City & Guilds

Form S - registration, results and dated entry submission

Please return completed forms as follows:
For UK and Head Office administered centres, Email: sform_submission@cityandguilds.com
For International branch administered centres, please email to your local branch email address.

Please use each cell where available

A) Centre details

Centre number: 0 1 9 9 9 9
Sub:
Centre name: CGLI Test Centre

B) Qualification details

Award number: 7 0 6 5 1 2
Award title: Diploma in Food Preparation and Cooking (Culinary Arts)

C) Syllabus code

D) Centre reference

E) Transaction type

Centre contact name: Mr M. Anager
Phone number: 0044 207 294 2800
Purchase order reference number

Syllabus code

Number of registrations needed

Dated examination: Dec — ✓

Tick one of these boxes: Named registration

Blocked registration

Candidate details
Space is provided to enter the details for up to 10 candidates.

Enrolment number if known
A B C 1 2 3 4
0 1 6

The candidate name is not necessary if enrolment number given

Results

Candidate name JOHN SMITH
Candidate name
Candidate name
Candidate name
Candidate name
Candidate name
Candidate name
Candidate name
Candidate name
Candidate name

G) Candidate name

F) Enrolment number

N) Unit and grade

Sex: M
Date of birth: 17 06 90

H) Gender

Ethnic code

J) Ethnic code (no longer used, please ignore)

I) Date of birth

Requirement

K) Particular requirements*

Funding code

L) Funding code (no longer used, please ignore)

Duplicate

M) Duplicate

Counter signature (if needed)

R) Counter signature

Q) Date

I confirm that the above candidates are entered in line with City & Guilds regulations

Your signature: M. Anager
O) Signature

Page 1 of 1 Date 18 08 08
P) Page details

If you have any questions about how to fill in this form, please phone Customer Support on +44 (0)20 7294 2787.

Refer to separate code listings at www.cityandguilds.com/centreadmin under 'form guidance'

*Refer to separate code listings at www.cityandguilds.com/centreadmin under 'form guidance'

18 Examination stationery and entry forms

Please ensure that all of the information on this form is correct before you submit it to City & Guilds.

Step 1

Enter your centre's details (field A) including centre number, sub centre code, centre name, contact telephone number and contact person. The contact details will be used if there is any problems in processing the form.

Centre details (field A):

Centre number | Sub
0 1 9 9 9 9 |

Centre name
CGLI Test Centre

Centre contact name
Mr M. Anager

Phone number
0044 207 294 2800

Step 2

Enter the qualification number and title (field B). The qualification number is a six digit numerical value.

Qualification details (field B):

Award number | Award title
7 0 6 5 1 2 | Diploma in Food Preparation and Cooking (Culinary Arts)

Enter a syllabus code. This applies to dated entry for some centre-devised syllabuses only. Individual centres will have been told about the centre-devised syllabus and the title and code letters which apply.

Syllabus code (field C):

Syllabus code

Step 3

Enter your own purchase order number or reference (field D), this will appear on invoices, online reports and printed examination stationery.

Centre reference (field D):

Purchase order reference number

Select the transaction type (field E) that you want to make by ticking one of the options.

Transaction type (field E):

Named registration ☐ | Results ☐ | Dated examination √ | Dec – | Blocked registration ☐ | Number of registrations needed ☐

Note: If you select dated entry you must enter a month. If you select blocked registration you must enter the number of registrations required. Failure to comply with these requirements will cause delay in processing your form.

Step 4

Enter the candidate's enrolment number (field F), enrolment numbers are compiled of three letters and four digits as shown in the sample below.

Enrolment number (field F):

Enrolment number if known
A B C 1 2 3 4

If your candidate does not have an enrolment number 'ENR', you must enter the candidate's full name (field G).

Candidate name (field G):

The candidate name is not necessary if enrolment number given

JOHN SMITH

Step 5

Enter the candidate's gender (field H). Use 'M' for male and 'F' for female.

Gender (field H):

Sex
M

Enter the candidate's date of birth (field I).

Date of Birth (field I):

Date of birth
17 06 90

Note: Gender and date of birth are mandatory fields and must be completed.

Step 6

Enter a particular requirement code (field K) where these apply, eg where amanuensis has been used.

Particular requirement (field K):

Requirement
R L

Please note that ethnic code (field J) and funding code (field L) are no longer used by City & Guilds. This section of the form can therefore be ignored.

Step 7

If you are entering the same units and grades on the form you can select the 'duplicate' box. Our system will then duplicate the units and grades as entered for the candidate above.

Duplicate (field M):

Duplicate
√

Enter the three digit unit number. If you are making a result submission enter the single letter grade after the unit number.

Unit and grade (field N):

0 1 6

Step 8

Enter your name in the signature box (field O).

Signature (field O):

Your signature: M. Anager

Enter the page numbers at the bottom of the form (field P), this is important as we use these to ensure that all of the forms are processed.

Page details (field P):

Page 1 of 1

Step 9

Enter the date that the form has been completed.

Date (field Q):

Date 18 08 08

If you require a counter signature to authorise the transaction, please enter the name in the box provided (field R).

Counter signature (field R):

Counter signature (if needed)

9 Electronic form BB

Electronic BB forms are used for on demand examination entries. Only the number of candidates due to sit the examination is required, not individual candidate details. For more details on the Walled Garden go to www.cityandguilds.com/centreadmin and select 'data services'.

A) Centre number/ name
Full six digit centre number (including sub centre if applicable) and full centre name.

B) Centre address
Your full postal address

C) Contact details
This information is used to contact you if there is a problem with the form

D) Qualification number

E) Assessment number

F) Qualification title

G) Number of entries

H) Exam date and time

I) Amount due

J) Name and date
Enter your name, date the form and put in the page numbers.

Form BB   Version 1.1
Block booking entry form

City & Guilds

Please return completed forms to:
* Compulsory Fields
For UK and Head Office administered centres, Email: bbforms@cityandguilds.com
For International branch administered centres, please return to your local branch email address. (see list below)

Centre/sub centre (SC)

Number*	SC	Name (BLOCK CAPITALS)
019999		CGLI TEST CENTRE

Centre address

1 GILTSPUR STREET, LONDON, EC1A 9DD

Telephone number	Fax number	E-mail address
020 7294 2800	020 7294 3384	centresupport@cityandguilds.com

Qualification no.*	Assessment no.*	Qualification title (previously known as Award title and level)	Amount Due
8953	11	011	Level 1 Certificate in Book-keeping and Accounts	

Serial (Office use only) — Number of candidates* 1 — Date of exam* 1 Dec 2008 — Time of exam 09:00

Qualification no.*	Assessment no.*	Qualification title (previously known as Award title and level)	Amount Due

Serial (Office use only) — Number of candidates* — Date of exam* DD MM YYYY — Time of exam HH : MM

Qualification no.*	Assessment no.*	Qualification title (previously known as Award title and level)	Amount Due

Serial (Office use only) — Number of candidates* — Date of exam* DD MM YYYY — Time of exam HH : MM

Serial (Office use only) — Number of candidates* — Date of exam* DD MM YYYY — Time of exam HH : MM

Serial (Office use only) — Number of candidates* — Date of exam* DD MM YYYY — Time of exam HH : MM

*Name (BLOCK CAPITALS)	Mr M. Anager		Amount Payable	0.00
Date	19-Aug-08	Page 1 Of 1		

Please ensure that all of the information on this form is correct before you submit it to City & Guilds.

Step 1

Enter your six digit numeric centre number (field A) and if applicable your Sub centre code. **This is a mandatory field** as indicated by the red asterisk '*'.

Centre number:

Number*	SC
019999	

Enter your centre name in BLOCK CAPITALS

Centre name:

Name (BLOCK CAPITALS)
CGLI TEST CENTRE

Step 2

Enter your centre's postal address (field B).

Centre address:

Centre address
1 GILTSPUR STREET, LONDON, EC1A 9DD

Enter your centre's telephone number (field C).

Telephone number.

Telephone number
020 7294 2800

Step 3

Enter your centre's fax number (field C).

Fax number:

Fax number
020 7294 3384

Enter your centre's e-mail address (field C).

E-mail address:

E-mail address
centresupport@cityandguilds.com

Step 4

Enter the six digit qualification number (field D). **This is a mandatory field** as indicated by the red asterisk '*'.

Qualifications number:

Qualification no.*	
8953	11

Enter the three digit assessment number (field E). **This is a mandatory field** as indicated by the red asterisk '*'.

Assessment number:

Assessment no.*
011

Step 5

Enter the qualification title in full including the level (field F).

Qualification title:

Qualification title (previously known as Award title and level)
Level 1 Certificate in Book-keeping and Accounts

Enter the number of candidates that you are entering (field G). **This is a mandatory field** as indicated by the red asterisk '*'.

Number of entries.

Number of candidates*	1

Step 6

Enter the exam date and time (field H). **This is a mandatory field** as indicated by the red asterisk '*'.

Exam date and time:

Date of exam*	1	Dec	2008
Time of exam		09:00	

UK centres – Please ensure that you have allowed a minimum of 14 calendar days between the current date and your requested exam date.

International centres – lead times vary for different international regions, please contact your local City & Guilds branch office for more information.

Step 7

If you are sending payment with the booking form please indicate the amount payable for each examination you are entering (field I).

Amount due:

Amount Due

UK centres – Please ensure that all payments to London head office are made in pounds (£) Sterling, no other currencies are currently accepted.

International centres – If you make entries direct to London head office please ensure that these are made in pounds (£) Sterling. If you make entries via a local branch please contact your local branch to discuss payment requirements.

Step 8

Enter your name, date and enter the page numbers (field J). **This is a mandatory field** as indicated by the red asterisk '*'.

Name and date:

*Name (BLOCK CAPITALS)	Mr M. Anager			
Date	19-Aug-08	Page	1 Of	1

10 'Other details' code listing and definitions

For a small number of qualifications and assessments additional candidate information is required – full details can be found in the handbooks available for each qualification. Please record this information in the 'other details' section of the Invigilation Certificate.

Note: For qualifications where no mandatory additional information is required centres may use the other details section to include their own candidate number.

Recognised codes are detailed in the table below:

Category code	Description
CN	Candidate number (centre's own)
DR	Driving Licence number
NI	National Insurance number
SC	Sort Code
SQ	Scottish Candidate number

11 Category codes for candidates with particular requirements

Where an 'alternative' assessment arrangement has been provided the appropriate category code must be entered on the relevant form(s).

Category code	Description
BH[1]	Reader and writer – hearing impairment
BL[1]	Reader and writer – learning difficulties
BP[1]	Reader and writer – physical impairment
BV[1]	Reader and writer – visual impairment
RH[1]	Reader – hearing impairment
RL[1]	Reader – learning difficulties
RP[1]	Reader – physical impairment
RV[1]	Reader – visual impairment
TH	Extra time only – hearing impairment
TL	Extra time only – learning difficulties
TP	Extra time only – physical impairment
TV	Extra time only – visual impairment
WH[1]	Writer – hearing impairment
WL[1]	Writer – learning difficulties
WP[1]	Writer – physical impairment: permanent or temporary
WV[1]	Writer – visual impairment
SL[1]	Bilingual translation dictionary

Notes:

1 These codes include additional time if required in association with other provision. Where additional time **only** is provided please use the appropriate code which begins with 'T'.
2 'Reader and writer' above covers any communication medium to or from the candidate, including use of magnification, overwrite facilities, sign interpreters, tape recorders and word processors where these are not the standard means of accessing the examination or producing the answers.

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