



Examination Entry Form For Diploma/Degree Students sitting in the UK and Ireland

IMPORTANT: Please ensure you read the notes overleaf before completing this form. This form must be completed and returned to the University of London, Examinations Office, Stewart House, 32 Russell Square, London WC1B 5DN by the deadline for the receipt of examination entries.

UNIVERSITY USE ONLY:

Qualification Registered For:
(e.g. Diploma in Theology, BA English, MSc Public Health, MBA)

Exam Month: **May/June/October (please delete)** **Exam Centre:**.....
(e.g. London, Manchester, Cork)

1 Name:..... **Date of Birth**..... **Email**.....
(Please underline surname)

2 List in full all subjects you will be assessed in this year, including any subjects assessed by Project/Dissertation/Report or Assignment, giving the title as it appears in the regulations. Please tick the box under column "Resit" if you are re-entering.

Subject Title	Re-sit	Subject Title	Re-sit
(a)		(f)	
(b)		(g)	
(c)		(h)	
(d)		(i)	
(e)		(j)	

If you require any Special Examination Arrangements you should write to Stewart House, detailing your requirements, including medical documentation, you should also check with your Centre that these are possible.

3 Address for Admission Notice and correspondence during the examination (please see paragraph 4 overleaf)
.....
.....

4 Address for Notification of Results/Diploma Certificate (please see paragraphs 5 & 6 overleaf)
.....
.....

5 Exam Fee
Please check the sections on "Fees" and "Refunds" of your current Course Regulations for examination fees or re-entry fees payable to the University

WHERE APPLICABLE, I UNDERSTAND THAT ANY ENTRY EXAM FEES I HAVE PAID ARE NON-REFUNDABLE OR TRANSFERABLE IN THE EVENT THAT I AM UNABLE TO ATTEND MY EXAM/S.

Exam Fee (in UK Sterling) £

I AGREE THAT THE UNIVERSITY MAY RELEASE MY EXAMINATION RESULTS AND MARKS TO THE COLLEGE WHICH I HAVE NAMED ABOVE AND TO OTHER BODIES WHICH HAVE A LEGITIMATE INTEREST IN MY PERFORMANCE IN THE EXAMINATION.

6 Signature of Candidate **Date**.....

NOTES FOR CANDIDATES

PLEASE READ THE FOLLOWING NOTES CAREFULLY

1. For students sitting in London, this form must be completed and returned to the University of London, Examinations Office, Stewart House, 32 Russell Square, London WC1B 5DN **by the deadline for the receipt of examination entries. Deadlines for the receipt of entries at the University are set out in the current Regulations for your study programme.**

Students who wish to sit examinations at local centres should consult their Course Regulations. Students must contact local centres directly and obtain a note of acceptance from the centre, which should be enclosed with their examination entry form. The University can accept no responsibility for making arrangements on a candidate's behalf. Information regarding test centres can be found on the External System website at <http://www.londonexternal.ac.uk>. Candidates wishing confirmation that their entry has been received should return a stamped self-addressed envelope with their form.

2. Coursework – CIS/Creative Computing students only

- (i) If you are intending to submit unit 2910320 - The Final Project – Please attach the signed and completed Project Description Form (in the Project Guide) to the Entry Form. It should not be submitted via an Institution.
- (ii) If you are attempting coursework for a resit unit only, you must still submit the entry form and examination fee via the Overseas Authority where appropriate.

3. Examination Entry and Re Entry Fees: -

You should check the Regulations for examination entry or re-entry fees payable. If you are required to pay an examination entry fee or re-entry fee, you should complete the enclosed fee slip and forward it to the University of London. The examination fee must be paid in one of the following ways:-

- (i) By Sterling cheque or postal order made payable to the University of London and crossed NatWest Bank a/c payee.
- (ii) By Sterling Bank Draft made payable to the University of London and crossed "A/c payee". The draft should state the paying bank's branch name and location, which must be based in the UK.
- (iii) By any credit card recognised by either MasterCard International Inc or by the Visa Group. The University does NOT accept American Express.

Students wishing to pay the examination fee by credit or debit card are required to complete the attached payment form in full and return it with the entry form.

Examination entries will only be accepted if accompanied by the appropriate fee; entries submitted without the fee will NOT be processed and the form will be returned to the student.

4. Dates of Examinations and Despatch of Admission Notice

The provisional starting dates for the examinations are set out in the current Regulations for your subject. The Admission Notice, bearing your candidate number and confirmation of the dates and the venue of the examinations will be sent to you not later than two weeks before the starting date of the examination period. **If you have not received your Admission Notice within ten days of the starting date, you should contact the University immediately, either by telephone on 020 7862 8351/8353, or by fax 020 7862 8349, or by e-mail: external.exams@london.ac.uk**

5. Results

Your result will be despatched to you as soon as possible after the final Examiners' meeting. This may well not be until six weeks after you sat your examinations.

6. Certificates

A certificate for the degree/diploma will be sent to all students who successfully complete their final examinations. Certificates will be despatched as soon as possible after the despatch of Notification of Results, but the numbers involved are such that it may be between three and six months before you receive your certificate. **Please therefore fill in section 7 with your full name and either your permanent address, if you know what it will be, or with the address of another person authorised by you to accept the certificate on your behalf.** Failure to comply with these instructions may result in the loss of your certificate.

Certificates will not be sent to impersonal addresses, such as a College, Hospital, Halls of Residence or similar business address. Certificates are sent by Recorded Delivery to addresses in the UK and by Air Mail to addresses overseas.

7. Change of Address

Any change of address should be notified **in writing** to the University, Stewart House, Russell Square, London WC1B 5DN, or alternatively you may send your e-mail to Postgraduate.registry@london.ac.uk. **Please quote your student number in all your communications with the University.**



Exam Entry Payment Form

Fee for entry to _____ Examination

Student Number: _____

Name: _____

Address: _____

e-mail Address: _____

Date of Birth: _____

Method of Payment:

Cheque Banker's Draft Visa Card MasterCard Debit Card

Fee Enclosed: £ _____

If paying by Cheque or Banker's draft please staple it to this form.
 The Cheque or Banker's draft should be made payable to the University of London and must be in GB Pounds Sterling.

If paying by Visa, MasterCard or Debit Card please complete the following.
 (Please note that American Express and Diners Club cannot be accepted)

Card Number:

Expiry Date:

Card Issue Number (if applicable)*:

Card Start Date (if applicable)*:

* Applies to Debit Cards only.

Card Holder's Name and Initials: _____
 (as they appear on the card)

Card Holder's Billing Address: _____
 (if different from above)

Name of Issuing Bank: _____
 Please ensure that your Card Issuer will authorise the payment.

Cardholder's Signature: _____

Date: _____