

**FIJI MINISTRY OF EDUCATION
EXAMINATION CANDIDATE DETAILS AMENDMENT FORM**

Please read the notes overleaf before completing this Form

Forms should be forwarded within seven days of receipt of candidate enrolment report

1. Examination Title			
School Name			
School Code			
Type of Action: Tick (✓) whichever is applicable	Modify		Delete

2. Last Name		Index No.	
Other Name(s)			
Gender. Tick (✓) one	<i>Female</i>		<i>Male</i>
Date of Birth (dd/mm/yyyy)			

3. If you have sat for the above examination previously write the number of attempts	Attempts (1or2,etc)	
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4. School/ College Choices:	Choice 1		
	Choice 2		
	Choice 3		

5. Father's Name							
Mother's Name							
Ethnic Group Tick (✓) one	Fijian		Indian		Rotuman		Others

6.	Codes for Optional Subjects					

7. Before signing, check the form carefully to ensure all information is correct.				
<i>Head Teacher's / Principal's Signature</i>		<i>Date</i>		

FOR OFFICIAL USE ONLY				
Checked By		Date		
Actioned By		Date		

Completion Notes

This form is to be used to inform the Ministry of amendments to errors in candidate details. It must be completed and returned to the Examination Office, C/- Ministry of Education 11 Selbourne Street, Suva, within SEVEN DAYS of receipt of the CANDIDATE ENROLMENT REPORT.

Fill items 1 to 6 and circle the number of the item where the amendment is to be done.

IT MUST NOT BE USED FOR ENTERING ADDITIONAL CANDIDATES OR SUBSTITUTING ONE CANDIDATE FOR ANOTHER

1. Examination Title: Must enter one of the of the following: -

Fiji Intermediate Examination
Fiji Eighth Year Examination
Fiji Junior Certificate Examination
Fiji School Leaving Certificate Examination
Fiji Seventh Form Examination

School Name and Code – Enter your School Name and Code

Type of Action -Tick (✓) whichever is applicable MODIFY OR DELETE

2. Name – Enter full name, Last name and other name(s).

Index Number – Must always be entered as shown on the Candidate Enrolment Report.

Gender – Tick (✓) either Female or Male

Date of Birth – Enter full date of birth in this format dd/mm/yyyy
e.g. - 02/05/1980 if you were born on May 2nd 1980

3. If you have sat for the exam previously write the number of attempts
e.g. 1 or 2 etc

4. School/ College Choices – If the candidate is sitting for the Fiji Intermediate Examination (FIE) or Fiji Eighth Year Examination (FEYE) write three (3) school names in the space provided for Choices 1-3.

If the candidate is sitting for the Fiji School Leaving Certificate Examination (FSLCE) or Fiji Seventh Form Examination (FSFE) write the code for local colleges/ university where the candidate wishes to be considered for intake.

5. Father's and Mother's Name - ALL CANDIDATES must include their Father's and Mother's full name.

Ethnic Group – Tick (✓) one ethnicity.

6. Only enter Codes for optional subjects from the list supplied to schools.

7. Before signing, check the form carefully to ensure that all the information is correct.

For further clarification please read the circular enclosed with the CANDIDATE ENROLMENT REPORT.