

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

Please read the notes overleaf before completing this Form

Forms should be forwarded within 7 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. Write the number of attempts made for the examination.	Attempts (1 or 2,etc)	
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4. School/College Choices:	Choice 1		
	Choice 2		
	Choice 3		

5. Father's Name								
Mother's Name								
Geographic Location Tick (✓) one	Urban		Semi-Urban		Rural		Remote	

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

School Name and School Code – Enter your School Name and School 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. Write the number of attempts made for the Examination.
e.g. First attempt write 1 or second attempt write 2 etc

4. School/College Choices – If the candidate is sitting for the 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 Certificate Examination (FSFCE), 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.

Geographic Location – Tick (✓) one:

Urban – students who live within the boundaries of a metropolitan area, be it a city, town or township.

Semi-Urban – students who live outside of the metropolitan area but within 5 km of the boundary of town or 10 km from the city boundary.

Rural – students who live outside of the 5 km area of a town boundary or 10 km outside of the city boundary.

Remote – students who live in the interior and outlying islands where communications and transport are difficult and costly.

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.