

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

Please read the notes overleaf before completing this Form

Forms should be forwarded within seven days after the closing dates of entries

For change of student name(s) due to typographical error and change(s) on the birth certificate refer to Examinations and Assessment Policy (6.5.9) http://www.education.gov.fj/wp-content/uploads/2019/04/Policy_on_External_Examination.pdf

1. Class Year					
School Name					
School Registration Code		District Name			
Type of Action: Tick (✓) whichever is applicable	Modify		Withdrawn		Transfer

2. Student Details (Fill in all the details and tick (✓) in the left blank column to indicate change to be actioned)					
	FEMIS Student ID		Birth Registration or Passport No. (Non-citizens)		
	First Name				
	Other Name(s)				
	Surname				
	Gender Tick (✓) one	<i>Female</i>		<i>Male</i>	
	Date of Birth (dd/mm/yyyy)				
	Father's Name				
	Mother's Name				

3. Optional Examinable Subjects						
Previous subject						
New Subject						

4. Transfer				
Pervious School's Details	School Registration Code (optional)		District	
	School Name			

5. Sign and Stamp (Before signing, check the form carefully to ensure all information is correct.)				
I the undersigned hereby undertake that the above information is true.				
Head Teacher's / Principal's Name		TPF No.		
Head Teacher's / Principal's Signature		Date		

FOR OFFICIAL USE ONLY				
Checked By		Date		
Actioned By		Date		

Completion Notes

This form is to be used to inform the Ministry of amendment(s) to errors in candidate details for class years 5 to 13. It must be completed and returned to the Examination Office, C/- Ministry of Education Level 2 Gohil Building, 102 – 104 Toorak Road, Suva or emailed to examhelpdesk@govnet.gov.fj within SEVEN DAYS after the closing dates of entries.

Fill items 1 to 5 and **Tick (✓)** 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. **Class Year: Must enter one of the of the following: -**

Year 5, Year 6, Year 7, Year 8, Year 9, Year 10, Year 11, Year 12 or Year 13

School Name – Enter your School Name

School Registration Code – Enter your School Registration Code

Type of Action – Tick (✓) whichever is applicable MODIFY, WITHDRAWN OR TRANSFER

2. **FEMIS Index Number – Must always be entered as shown on FEMIS or the Candidate Enrolment Report.**

Name – Enter full name - Frist name, Other Name(s) and Surname.

Gender – Tick (✓) either Female or Male

**Date of Birth – Enter full date of birth in this format dd/mm/yyyy
e.g. - 02/05/2010 if you were born on May 2nd 2010**

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

3. **Only subjects for optional examinable subjects from the list supplied to schools.**

4. **Transferred From – Enter the pervious schools details:
School registration where the student has been transferred from (Optional).
District name where the student's pervious school.
Full school name where the student has been transferred from.**

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

For further clarification please contact Examinations and Assessment Unit on 3315800, 8924471or email examhelpdesk@govnet.gov.fj