

- If you are a private candidate entering a GCE, GCSE (Outgoing), Level 1 or Level 2 Certificate subject with a coursework component or the AQA Certificate in English Language you must complete this form.
- If you are a private candidate entering controlled assessment for a GCSE (New Specification) subject, you do ***not*** need to complete this form, as your centre must authenticate and mark your work.
- You must complete a separate form for each coursework component.
- You must give this completed form to the Exams Officer **when you make your entry**.

Exams Officers: Please ensure that the appropriate sections have been completed and forward to AQA Coursework Processing (Manchester) before the closing date for entries.

1. Candidate's Personal Details *(Please use block capitals)*

Candidate name: _____ Candidate no:

--	--	--	--

Centre name: _____ Centre no:

--	--	--	--	--

Level (e.g. GCSE): _____ Subject: _____ Component code: _____

Series (November, January or June) and Year: _____ (GO TO 2)

2. Coursework Details

Do you wish to carry forward coursework marks from a previous exam? *(please ✓)* Yes

--

 No

--

 (GO TO 3)

Previous centre name: _____ Previous centre no:

--	--	--	--	--

Exam taken: _____ Previous subject code: _____ Previous candidate no:

--	--	--	--

 (GO TO 5)

(e.g. June 2005) (As shown on results slip)

3. Method of Study

Please ✓ **one** of the following boxes to indicate the method of study you are following:

- (1) I am a student following a course at an AQA registered centre (e.g. evening class). The centre will authenticate and mark my work* alongside and to the same standard as any internal candidates that are being entered.

** unless entered for externally-assessed coursework component*
 Exam Officer's Signature: _____ (GO TO 5)
- (2) I am a student with an AQA accredited distance-learning organisation

 National Extension College (NEC) / Mercers College *(please delete as appropriate)*
 Candidate enrolment no: _____ (GO TO 4)
- (3) I am a student studying independently (e.g. private tuition; self tuition; ICS; educated at home)

 (GO TO 4)

4. Authenticator Details *(to be completed only if 3(2) or 3(3) have been ticked) (Please use block capitals)*

Your coursework **must** have been supervised for authentication purposes by an approved authenticator. An approved authenticator would normally be your tutor or teacher who has been in regular contact with you and supervised sufficient coursework to be able to confirm that it is solely your work. A relative may **not** act as your authenticator. **Please note** that it will not be possible to accept work that has not been supervised by an approved authenticator.

I confirm that the coursework that is to be submitted for assessment in the exam named overleaf is being supervised by the person named below who has agreed to authenticate my coursework.

Authenticator's name: _____

Authenticator's address: _____

_____ Post Code: _____

Telephone number: Home _____

Work _____

Authenticator's Occupation/: _____

Profession/ Qualification *(e.g. teacher in school, private tutor. etc.)*

Relationship to Candidate: _____

Arrangements made with authenticator during the completion of your coursework *(please give details)*

(GO TO 5)

5. Candidate's Address

Candidate's name: _____

Candidate's address: _____

_____ Post Code: _____

Telephone number: Home _____

Work _____

(GO TO 6)

6. Candidate's Declaration

The information contained in this form is true and correct to the best of my knowledge

Candidate's signature _____ Date _____

Note to Candidate: AQA reserves the right to confirm with the nominated authenticator that the necessary arrangements were made for the authentication of the coursework for the subject named.

To see how AQA complies with the Data Protection Act 1988 please see our Privacy Statement at www.aqa.org.uk