

# Candidate Checklist — for your own record

<b>Have you?</b>	<b>Date completed by you</b>
Read the introductory letter	.....
Completed all sections of the application form fully & clearly	.....
Sent us your application form	.....
Sent in your administration fee	.....
Sent us your ID & authentication	.....
Sent us your Private Candidates Coursework Information Form	.....
Let us know about any Special Considerations	.....
Returned evidence of need for special consideration	.....
Returned evidence of need for extra time if appropriate	.....
Arranged for dyslexia testing where appropriate	.....
Received your pre-release material	.....
Kept a copy of your coursework /ISA/controlled test	.....
Arranged to have your coursework/ISA/controlled test marked	.....
Read the Private Candidates booklet (AQA exams)	.....
Completed the Candidate Record Form	.....
Received and <b>checked</b> your Statement of Entry (name, date of birth, UCI number, subjects and levels of entry)	.....

**Given or posted your coursework and forms to us** .....

**Taken note of the dates and times of your examinations** .....  
(Morning examinations start at 9.00am; afternoon examinations at 1.00pm.)

**Paid for your examination fees** .....

**Paid for your invigilation.** .....

**Prepared photo ID to bring to each examination** .....  
**This will usually be your passport**

This may seem a lot to do, but it is in your own interests to make sure all the paperwork is complete. Delay with any of the paperwork may mean that your entry arrives late with the examination board who will levy extra charges. Please remember to attend for examination 30 minutes before our examination start times.