

Please read the notes overleaf before completing this form. If necessary additional sheets may be attached to this form.

1. Examination (PSLE, JCE or BGCSE)

Year

2. Candidate Details

Centre Number

Centre Name

Candidate Number

Candidate Name

3. Syllabus and Components

Syllabus/Subject Code

Syllabus Title

Component(s)

4. Centre Comments by Head of Centre

5. Writer

Name (Please print name)	
Signature	
Head of Centre (Please Print name)	
Signature	
Date	

6. Comments – Examiner

Name of Examiner:

Date:

Signature:

Notes for the Head of Centre

- 1 This form should be completed and attached securely to the front of the script which should be sent to BEC with the scripts of other candidates in the normal way.
- 2 It is essential that the sections 1, 2 and 3 are completed accurately and completely.
- 3 In section 4, the Head of Centre should indicate whether any problems were experienced in the production of the script which should be drawn to the attention of the examiner or BEC. The circumstances which gave rise to the need for a writer should not be given.
- 4 The form should be signed by the person who acted as writer and countersigned by the Head of Centre.
- 5 Give details of any documents to be attached to the form (eg additional sheets) in the space provided below.
- 6 An audio recording of the candidates' oral responses must be labelled correctly and sent to BEC together with the scripts.

Notes for the Examiner

- 1 In section 5, the examiner should indicate any information which he/she considers should be brought to the attention of BEC.
- 2 The form should be signed by the examiner to indicate that the script was accompanied by the letter agreeing to the use of a writer in this case.