

## How to complete the GEF 2 entry form

This form shows the details of your candidates and the order in which you would like them to be examined or assessed. It is also used by the Examiner in the Examination and Presentation / Demonstration Classes. Please leave a blank line between each set listed.

1. **STUDIO AND STUDIO ID**  
Please insert the name of the school shown on form GEF (1). This will help to match this form to GEF (1), should they become separated.
2. **EXAM DATE (S)**  
Do not complete this section, as it is for office use only.
3. **GRADE LEVEL COLUMN**  
Please indicate which Grade each candidate is taking. The following codes should be used:  
PP P 1 2 3 4 5 6 7 8
4. **COLOUR OR NUMBER COLUMN**  
For Examinations, candidates are required to wear a coloured ribbon or badge. They should be indicated on the form in the following order PINK (P), BLUE (B), WHITE (W) and YELLOW (Y). please insert the colour of each candidate on the form as follows P, B, W, or Y. For Presentation / Demonstration Classes each candidate is given a number. Please specify the number of each candidate in numerical order.
5. **CANDIDATE ID NUMBER**  
If not known, this will be assigned.
6. **NAMES**  
Please complete as indicated. It is important to note that the Examination and Presentation / Demonstration Class Certificates are prepared from the names on the entry form. Please ensure spellings are correct and that the names are written in the order in which you would like them to appear on the Certificate. Please remember to leave one line blank in between each set/group of children.
7. **DATE OF BIRTH COLUMN**  
This is to be completed for all candidates and should comply with the age requirements published in *Handbook for Teachers*.
8. **GENDER COLUMN**  
Please indicate whether the candidate is male (M) or female (F).
9. **REASONABLE ADJUSTMENTS**  
Please state yes (Y) if the candidate has any needs that require special conditions to be put in place for the Examination and Presentation / Demonstration Classes, otherwise state no (N).
10. **TEACHER COLUMN**  
If there is more than one teacher shown on the GEF (1), please indicate by ticking (✓) the appropriate box in this column which teacher has taught each candidate. This will ensure that all teachers who have contributed to a candidate's training will be credited with their candidate's result(s).
11. **CONTINUATION SHEETS**  
Each separate GEF (2) should be numbered. If you cannot fit all the candidates on one sheet, please use a continuation sheet, numbering the continuation sheets consecutively as well as cumulatively.