



### *Exam Application Guide*

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Are you ready to apply?

- Have you read the Exams Guide, Series guide and Fees document? Make sure you are familiar with these.
- You will need a copy of your Passport or Driving Licence - email this to [examsofficer@sscwales.com](mailto:examsofficer@sscwales.com)
- Make sure the name you enter matches your identification. Enter your full name including middle names. Do not include nicknames or abbreviations.
- Make sure you are familiar with the subject specification for each subject. These are on the exam board website. There is link in our series guide.
- Do you have the exam and unit codes? These can be found in the subject specification.
- Are you carrying over marks? Make sure you provide the the cash in codes for each subject on the application form and email your past results to [examsofficer@sscwales.com](mailto:examsofficer@sscwales.com)
- Have you sent us evidence of previous qualifications? You need to do this if you are resitting, sitting an A2 exam, or carrying over results for Spoken endorsements/Practical endorsements/Units/NEAS/etc.
- Have you signed up with a tutor? If not, we can offer tuitions or help you find a tutor. Please be aware you may need to provide evidence of your work, assessments and tutor assessed work if exams are cancelled or if something happens.
- Check your calendar and the dates of the exams. You need to be available up until contingency day (near the end of June). Exam dates can be found on the exam board timetable. There is link available in our series guide.