

### How to complete the GEF2 (2009) entry form

This form shows the details of your candidates and the order you would like these to be examined, assessed or presented. It is also used by the examiner in the Examination/Presentation Class/Demonstration Class/Class Award room. A separate GEF2 (2009) form should be completed for each day of examining.

**1. EXAMINATION CENTRE NAME**

Please insert the name of the examination centre shown on form GEF1 (2009). This will help to match this form to GEF1 (2009), in case they become separated.

**2. EXAMINATION DATE**

If known please insert examination date. Do not complete this section if examination date is unknown.

**3. LEVEL COLUMN**

Please indicate which level each candidate is taking as indicated on GEF1 (2009). Use the codes given below.

Level	Code	Level	Code	Level	Code
Demonstration Class L1	DC 1	Primary in Dance	PID	Grade 5	G5
Demonstration Class L2	DC 2	Grade 1	G1	Grade 6	G6
Pre-Primary	PP	Grade 2	G2	Grade 7	G7
Primary	P	Grade 3	G3	Grade 8 Award	G8
Pre-Primary in Dance	PPID	Grade 4	G4		

**4. DEMONSTRATION CLASSES**

For Demonstration Classes please use the Number or Colour column to indicate the number of students. There is no need to disclose their names or any other information required for other entries on this form.

**5. NUMBER OR COLOUR COLUMN**

For Presentation Classes/Class Awards, each candidate is required to wear a number. Please specify the number of each candidate in the following order: 1, 2, 3, 4, 5, 6, 7, 8. For Examinations, candidates are required to wear a coloured ribbon or badge. This should be indicated on the form in the following order PINK (P), BLUE (B), WHITE (W) and YELLOW (Y). Please insert the colour worn by each candidate on the form as follows P, B, W, or Y.

**6. CANDIDATE ID No.**

This is the Candidate's ID number that was allocated at the time of registration.

**7. NAMES COLUMN**

Please complete as indicated, ensuring that a line is left blank between each Set/Group of candidates. It is important to note that certificates are prepared based on the names given at the time of registration, not the name on the entry form. If the name on the entry form differs from that on the Registration form GEF5 or GEF5 (2009) it is the responsibility of the school to update accordingly before the results and the certificates are issued.

**8. DATE OF BIRTH COLUMN**

This is to be completed for all candidates and should comply with the age requirements published in the *Handbook and/or Specifications for Graded Examinations, Presentation Classes, Class Awards and Demonstration Classes* and available on RAD websites.

**9. GENDER COLUMN**

Please indicate whether the candidate is male (M) or female (F).

**10. SPECIAL NEEDS COLUMN**

Please state Yes (Y) or No (N) if the candidate has a permanent/temporary disability/condition. If yes, please complete a VEF/GEF12 form, available from the Examinations Department at headquarters, local offices or RAD websites. Completed forms must be submitted by the closing date of entry.

**11. TEACHER COLUMN**

If there is more than one teacher shown on the GEF1 (2009), please indicate which has taught each candidate by ticking the appropriate box (1, 2, 3, 4). In centres where there are more than four teachers who have taught the candidates please use another copy of the GEF2 (2009), aligning the boxes to the candidates on the first GEF2 (2009). This will ensure that all teachers who have contributed to a candidate's tuition will be credited with their candidates results.

**12. OFFICE USE ONLY COLUMN**

Please do not complete this section as it is for internal use only.

**13. CONTINUATION SHEETS**

Each separate GEF2 (2009) should be numbered. If you cannot fit all the candidates on one sheet, please use a continuation sheet for that day, numbering the continuation sheets consecutively as well as cumulatively.