

INSTRUCTIONS

1. Enter the student's full name, surname first in alphabetical order, printed in capital letter, first name or christian names should be written in small letters e.g. **RAMO john**.
2. The same full names should be used for all tests, reports and correspondence, shortened or new names should not be used once the official name has been sent in.
3. The student's examination number is given by NESU office. Each student's examination number should never have more or less than five digits.
4. Fill in the Age column by writing the Date of Birth e.g, 10/02/93.
5. The Remarks column is to say whether the student is a repeater or transfer, and where the student did his first standard 6 year.