

**MINISTRY OF EDUCATION
NATIONAL EXAMINATIONS COUNCIL
FOR
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING
APPLICATION FORM FOR FINAL EXAMINATION – EXTERNAL CANDIDATE**

ELIGIBILITY: To enter as a Candidate to Re-write a subject of any particular programme/level of programme/option within a programme, a candidate must have passed the said programme/level of programme/option within programme at an approved institution and must have previously written the National Examinations Council examinations in the said course/level of course/option within course from such institution. Persons who do not satisfy these conditions are NOT eligible to enter as Re-write Candidates.

The completed application form must be submitted (for endorsement) on or before **Friday 14th December, 2007** to the Principal/Registrar/Director of the institution from which the National Examinations was previously written. **NO LATE ENTRIES WILL BE ACCEPTED.**

GENERAL INFORMATION:

FULL NAME:		
SURNAME (BLOCK CAPITALS)		FULL FIRST NAME (BLOCK CAPITALS)
FORMER NAME (IF ANY):		
POSTAL ADDRESS:		
TELEPHONE (HOME):	(WORK):	(OTHER):
NAME OF PROGRAMME:		LEVEL/OPTION:

I HEREBY APPLY TO WRITE THE FOLLOWING COURSE/S	1.	5.
	2.	6.
	3.	7.
	4.	8.

SUBJECTS TO THE PROGRAMME PASSED TO DATE:

COURSE/S	YEAR	SCHOOL(S)/INSTITUTION(S) ATTENDED
1.		
2.		
3.		
4.		
5.		
6.		
7.		

FEE PAYMENT:

I attach my receipt No. _____ (please retain copy) for \$ _____. Which represents payment for entry fee and _____ subjects (See Fee Structure Overleaf).

_____ **DATE OF APPLICATION** _____ **APPLICANT'S SIGNATURE**

SCHOOL'S DECLARATION: (Principals/Registrars/Directors are to ensure that this form is full and accurately completed and the correct amount of fees paid before forwarding to the National Examinations Council).

_____ **DATE** _____ **PRINCIPAL/REGISTRAR/DIRECTOR**

I hereby certify that the above information is complete and accurate.

OFFICIAL USE:

SUBJECTS(S) ENTRY: _____

FEE VERIFICATION: _____

RECORD VERIFICATION: _____

PROCESSING STATUS: _____

EXTERNAL CANDIDATE
GUIDELINES REGARDING ENTRY FOR EXAMINATIONS

A Re-write Candidate is one who previously wrote the final N.E.C. examinations of a particular programme/level of a programme/option within a programme as either full-time or part-time student of an accredited institution, and was unsuccessful in some or all of the subjects, is no longer attending classes at an accredited institution and is desirous of rewriting the examinations in the outstanding subject(s) (i.e. subjects(s) not yet passed) of the said course/level of the course option within course.

It is to be noted that, for purposes of accrual of credit toward certification, only credit(s) earned from **1999** and later is retained.

Candidates who, in accordance with the above policy, have lost credit are required to write **ALL THE SUBJECTS** of the course concerned. **THOSE CANDIDATES WHO RETAIN NO CREDIT AND WHO ENTER FOR LESS THAN ALL THE SUBJECTS OF THE PROGRAMME WILL NOT BE ELIGIBLE TO WRITE EXAMINATIONS IN ANY OF THE SUBJECTS AND ARE ADVISED NOT TO ENTER NOR PAY FEES UNLESS THEY ARE ENTERING FOR ALL THE SUBJECTS OF THE PROGRAMME.**

Please write the name of the course at the back of the official receipt for payment of fees.

VERY IMPORTANT

Please refer to 'ELIGIBILITY' at the beginning of the application form in order to determine your suitability for entry as an External Candidate for a particular course/level of a course/option within a course, particularly in respect of the courses indicated below. Furthermore, please consult the institution through which you are entering regarding any additional conditions you may need to satisfy for eligibility, particularly for further levels of courses.

For Electrical Installation Craft, examinations will be offered to two (2) different levels: Electrical Wireman and Industrial Electrician. Please indicate in the appropriate line on the application form the level for which you are entering.

For Dressmaking and Design Craft, examinations will be offered at three (3) different levels: Basic, Intermediate, Advanced. Please indicate in the appropriate line on the application form the level for which you are entering.

For Tailoring Craft, examinations will be offered at two (2) different levels: Level I and Level II. Please indicate in the appropriate line on the application form the level for which you are entering.

For Machine Shop Craft, examinations will be offered in three (3) different options: Machinery Fitter, Lathe Setter Operator, Milling Machine Setter Operator. Please indicate in the appropriate line on the application form the option for which you are entering.

In all cases, refer to 'ELIGIBILITY' at the beginning of the application form and, if necessary, consult the Principal/Registrar/Director or your institution.

FEE PAYMENT:

(1) CRAFT COURSES		(2) TECHNICIAN COURSES	
Entry Fee	\$25.00	Entry Fee	\$25.00
Fee Per Subject	\$15.00	Fee Per Subject	\$20.00

The receipt must be attached to this application form. Write the name of the course at the back of the receipt.

REMINDER:

Candidates are responsible for obtaining the examinations time-table from the institution at which the examinations are to be written. Please enquire by Friday 11th April 2008. Candidates who have not received their respective candidate's instruction forms and examination numbers by Friday 2nd May 2008 should contact the Council's office promptly.

Office Address: 45 Pembroke Street, Port of Spain. Telephone Numbers 627-3792/93 or 627-3985.