

**EXAMINATION ENTRY CORRECTION FORM**

The last day for corrections for each examination is listed on the table of dates found here - <http://www.admin.cam.ac.uk/students/studentregistry/staff/exams/college/index.html>

If a student is going out of residence, please ensure that you have updated the program/plan stack in CamSIS as per the issued guidelines. If you require assistance, please email [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk)

Some example corrections are shown below.

|  |  |  |  |
| --- | --- | --- | --- |
| **USN** | **Name** | **Exam code** | **Nature of correction** |
| *000000000* | *Smith, M* | *AAT1* | *Please withdraw student from paper 1 and add an entry to paper 2.* |
| *111111111* | *Jones, S* | *AAT1* | *Student is degrading. Please withdraw from all papers.* |
| *222222222* | *Brown, A* | *AAT1* | *Student should also be entered for paper 5 – please add.* |

Please complete the grid below, indicating the correction required *(withdrawing from papers, adding papers etc),* and then sign below, adding in your college name and date.

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| --- | --- | --- | --- |
| **USN** | **Name** | **Exam code** | **Nature of correction** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Tutor / Tutorial office** |  |
| **College** |  |
| **Date** |  |

Please send to; Student Registry, 4 Mill Lane, Cambridge, CB2 1RZ.

You can also email the form to [recordsandexams@admin.cam.ac.uk](mailto:recordsandexams@admin.cam.ac.uk) , or email with the details of the correction to be made.