

Please read the notes overleaf before completing this form. If necessary additional sheets may be attached to this form.

1. Examination (PSLE, JCE or BGCSE) Year

2. Candidate Details

Centre Number Centre Name
 Candidate Number Candidate Name

3. Syllabus and Components

Syllabus/Subject Code Syllabus Title
 Component(s)

4. Centre Comments by Head of Centre

5. Transcriber

Name (Please print name)	
Signature	
Head of Centre (Please print name)	
Signature	
Date	

6. Comments – Examiner

Name of Examiner:

Date:

Signature:

Notes for the Head of Centre

- 1 This form should be completed and attached securely to the front of the transcript which should then be attached to the back of the candidate's script with a copy of the letter from BEC which approved the production of the transcript. The script and the transcript should then be sent to BEC with the scripts of other candidates in the normal way.
- 2 It is essential that the sections 1, 2 and 3 are completed accurately and completely.
- 3 In section 4, the Head of Centre should indicate whether any problems were experienced in the production of the transcript. Any other information which the Head of centre wishes to draw to the attention of the examiner should also be included. The circumstances which gave rise to the need for a transcript need not be given.
- 4 The form should be signed by the person who acted as writer and countersigned by the Head of Centre.
- 5 Give details of any documents to be attached to the form (eg additional sheets) in the space provided below.

Notes for the Examiner

- 1 In section 5, the examiner should indicate any information which he/she considers should be brought to the attention of BEC.
- 2 The form should be signed by the examiner to indicate that the script was accompanied by the letter agreeing to the use of a writer in this case.