



## **GA CLASSIC** *Exam Registration Procedures*

In order to register candidates for a Classic exam session, the centres need to complete the following documents:

1. GA DOLFO CLASSIC EXAMINATION APPLICATION FORM
2. GA DOLFO CLASSIC EXAMINATION CANDIDATE SPREADSHEET
3. GA DOLFO CLASSIC EXAMINATION TIMETABLE

The three documents are available on the [www.gatehouseseu.org](http://www.gatehouseseu.org) website: centre support

The completed documents need to be sent to [operations@gatehouseseu.org](mailto:operations@gatehouseseu.org) 20 working days before the chosen exam date.

N.B. Candidates are required to bring their **original ID card** on the day of the exam and **submit a copy** to the centre to be sent back together with the exam materials.

Once the examination session has been scheduled, centres will be able to make changes (add/remove candidates) up to 20 working days before the exam date. Up to 5 candidates can be added to the exam session. A candidate's registration cannot be permanently deleted. Whilst they will not be refunded their registration fee, their registration remains valid for 6 months and they can be added to another exam session free of charge in that period. If a candidate fails to turn up for the exam, they will need to provide a medical certificate if they wish to get a free of charge transfer to another exam session.

Once the registration has been finalised, centres will receive a final timetable with paired candidates as confirmation of their order. Centres / examination coordinators are required to check this document for any errors (name spellings, number of candidates, levels) and report them to GA DOLFO Operations immediately. Apart from errors, no other changes are allowed.

Results will be released within 10 working days of the receipt of examination materials by DOLFO - Gatehouse for fast track orders, and 20 working days for standard orders.