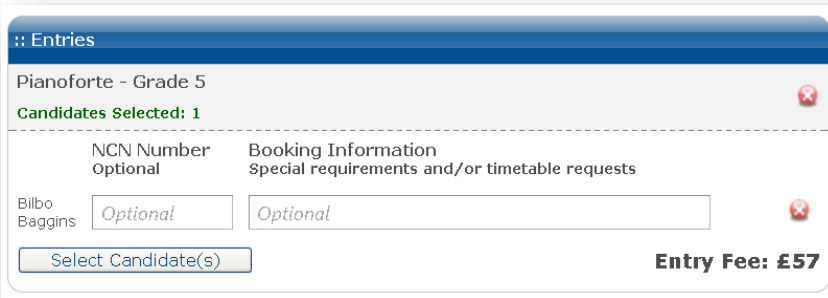


Some of our public exam centres have multiple venues across a wide area and hold multiple exam days during each session. So when you make a booking online it is useful if you let the centre representative know *where* you would like to be scheduled. Some of our centres list their venues on our website.

Knowing dates when you/your candidates are not available is also really useful for reps. Some of our centres list their provisional dates on our website or you can contact the rep directly.

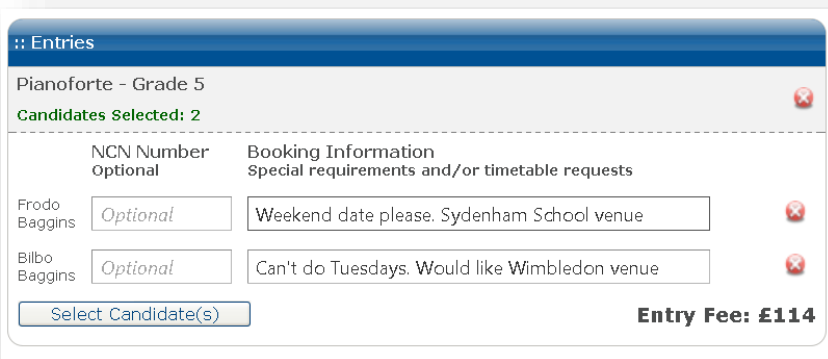
Tell us *where* and *when*



The screenshot shows a booking form for 'Pianoforte - Grade 5' with 'Candidates Selected: 1'. It features two columns: 'NCN Number Optional' and 'Booking Information Special requirements and/or timetable requests'. The candidate 'Bilbo Baggins' has 'Optional' entered in both fields. A 'Select Candidate(s)' button is at the bottom left, and the 'Entry Fee: £57' is at the bottom right.

On the booking form in ERIC there is a space next to each name.

This is a free text box.



The screenshot shows a booking form for 'Pianoforte - Grade 5' with 'Candidates Selected: 2'. It features two columns: 'NCN Number Optional' and 'Booking Information Special requirements and/or timetable requests'. The candidate 'Frodo Baggins' has 'Optional' in the first column and 'Weekend date please. Sydenham School venue' in the second. The candidate 'Bilbo Baggins' has 'Optional' in the first column and 'Can't do Tuesdays. Would like Wimbledon venue' in the second. A 'Select Candidate(s)' button is at the bottom left, and the 'Entry Fee: £114' is at the bottom right.

Use this space to tell your rep which venue you'd like or to make date requests.

Your Centre Representative will make all possible attempts to meet your date requests but they are not guaranteed.