

CHECKLIST SHEET

Before posting your application form please consult this checklist sheet to make sure the form has been completed to the best of your ability.

Have you:

Enclosed identification (photocopies only)

Enclosed proof of name change if appropriate (photocopies only)

Enclosed payment (cheque or postal order made payable to AQA)

(If you are paying by BACS please indicate this clearly in Section 6 of the application form, providing a copy of the issued form if possible)

Completed the Exam Details section with accurate information

Signed the application (applicant must do this themselves)

- **Please allow 28 working days for us to process your application form**
- **Please note the building is closed bank holidays and for 7 working days during Christmas and New Year.**

Please post the application with the correct postage paid to:

Exam Records
AQA
Devas Street
Manchester
M15 6EX

You can also e-mail the application form to: Examsrecords-n@aqa.org.uk