

Enrolment Checklist

Check examination details

Examination subject/syllabus name (e.g. Piano Comprehensive New Syllabus).



**EXAM
DETAILS**

Check candidate details

Candidate's full name (as it will appear on certificate), date of birth, candidate number and LUI registration date and numbers.



**CANDIDATE
DETAILS**

Dates to avoid

Preferred dates will **not** be actioned.
List dates to avoid (e.g. scheduled holidays, school camps/events, sporting fixtures, religious observances etc.).



**DATES TO
AVOID**

Individual Needs

Tell us if your candidate has any individual needs on enrolment with supporting, current medical documentation.



**INDIVIDUAL
NEEDS**

Special requests

Tell us whether to group your candidates together; or if there is any conflict of interest with an AMEB examiner (e.g. relative, family, friend and/or teacher within the last two years).



**SPECIAL
REQUESTS**

Check final details

Check over all of the above details along with the session you are enrolling the candidate in.



**FINAL
CHECK**