

How to complete your Electronic S Form

Please remember to check all entry details.

You must fill in this box with your full six digit centre number.

All six digits **must** be entered here. You must fill in this box. This is made up of the scheme / programme number (4 digits) and the complex number (2 digits).

When submitting results for candidates please remember to put in the grade. This is normally 'p' for international.

When making a dated entry for a set exam please remember to put the component or paper number so we know which question papers to send you.

Tick this box only for question paper requests (dated entries).

Only use this box if your entry is for a centre-devised award and

If you want a purchase order number quoted back to you on Nominal Roll Report always fill these in.

Remember, if you tick this box for Block Registrations then you do **not** need to enter any candidate names.

Tick this 'duplicate to above' box if you are entering **identical** components for the candidate above. It will save you time.

Please make sure the information here is the same as any previous entry for the same candidate. Anything different will either give the candidate a new ENR, or reject them!

Please fill in this box if you have the data available.

Please fill in this box with codes if needed.

The form is a complex, multi-colored document for City & Guilds. It features a header with the City & Guilds logo. Below the header, there are several sections with different colored backgrounds: green, blue, yellow, and red. Each section contains various fields for data entry, including text boxes, checkboxes, and dropdown menus. The form is annotated with callout boxes providing instructions on how to fill it out. The callout boxes are located around the form, with lines pointing to specific fields. The callout boxes contain text such as 'You must fill in this box with your full six digit centre number.', 'All six digits must be entered here. You must fill in this box. This is made up of the scheme / programme number (4 digits) and the complex number (2 digits).', 'When submitting results for candidates please remember to put in the grade. This is normally 'p' for international.', 'When making a dated entry for a set exam please remember to put the component or paper number so we know which question papers to send you.', 'Tick this box only for question paper requests (dated entries).', 'Only use this box if your entry is for a centre-devised award and', 'If you want a purchase order number quoted back to you on Nominal Roll Report always fill these in.', 'Remember, if you tick this box for Block Registrations then you do not need to enter any candidate names.', 'Tick this 'duplicate to above' box if you are entering identical components for the candidate above. It will save you time.', 'Please make sure the information here is the same as any previous entry for the same candidate. Anything different will either give the candidate a new ENR, or reject them!', 'Please fill in this box if you have the data available.', and 'Please fill in this box with codes if needed.'