



NCFE Functional Skills Examination Registration Form

All candidates must bring valid ID with photo and signature on the exam day.

We are open Monday to Saturday ALL Year, except Bank holidays.

Please complete ALL FIELDS in BLOCK LETTERS. Incomplete forms will not be processed!

First Name	Middle Name (s)	
Surname	Ethnic Origin	Gender
Email	Date of Birth (dd/mm/yyyy)	
UK Address	Postcode	
Tel number	Type of Test	Online or Paper Based (Delete one)

Please TICK the required Exam (**Booking fee FSER, FSEW £80 & FSESLC £100 Resit Fee = £75 each**)

			<i>Exam Date</i>	<i>Time</i>
FSER – Functional Skills English Reading	<input type="radio"/> Level 1	<input type="radio"/> Level 2		
FSEW – Functional Skills English Writing	<input type="radio"/> Level 1	<input type="radio"/> Level 2		
FSESLC – Functional Skills English Speaking	<input type="radio"/> Level 1	<input type="radio"/> Level 2	TBC	TBC

Please TICK the required Exam (**Booking fee FM1, FM2, = £100**)

		<i>Exam Date</i>	<i>Time</i>
FM1 – Functional Skills Mathematics Level 1			
FM2 – Functional Skills Mathematics Level 2			

Please TICK the required Exam (**Booking fee FICT1, FICT2 = £150**)

		<i>Exam Date</i>	<i>Time</i>
FICT1 – Functional Skills ICT Level 1			
FICT2 – Functional Skills ICT Level 2			

Bank Details: Sort code: **089299** Account number: **65277904** Account name: **SPARK EDUCARE CIC**
Ref: NCFE FS + Your name initials

Alternatively: We also accept card payments at <http://sparkeducare.org/?payment> NB. Paying by credit card incurs an additional service charge of 6.0% of exam fee payable to the credit collecting company – NOT to SPARK!!

Terms and Conditions:

- Exam fees will be forfeited if candidate fail to be present on the exam date.
- No refunds will be granted once registration for the examination has been confirmed and tokens generated.
- Only candidates with valid ACCA membership and valid IDs are eligible.

Declaration:

I declare that the information given in this form is correct and I hereby agree with SPARK's terms and conditions of enrolment and make full payment for the exam date and time stated above.

Booking / Reschedule / Cancellation Charges:

Up to 7 Days Notice = 100% of Booking Price

8 – 21 Days Notice = 75% of Booking Price

over 22 Days Notice = No cancellation fee

Please, ensure you arrive at the centre 30 minutes before the start of your exams to complete admission process on the day of your exams. Please bring along **TWO PROOFS OF Photo ID.**

Signature _____ Date _____