

# ECDL Exams Application Form

## (Core, Web Editing and Advanced)

### Candidate's Information:

Please ensure that all details are accurate as these will be used on your certificate.

ID Number:			
Name:		Surname:	
Gender (M/F):		Date of Birth:	
Address:			
Locality:		Post Code:	
Telephone:		Mobile:	
Email:		Signature:	
<b>Course Details</b>			
Course Code:		Course:	
Educator:		Centre:	
<b>If you already have an MTRN number (ECDL Registration number) please enter the number below.</b>			
MTRN No:		First Pass Date:	

Please tick /the module/s you wish to sit for.

ECDL Core Exams					
New MTRN (incl. Certificate)		€35.00		Spreadsheets (Base Module)	€10.00
Computer Essentials (Base Module)		€10.00		Using Databases (Base Module)	€10.00
Online Essentials (Base Module)		€10.00		PowerPoint (Base Module)	€10.00
Word Processing (Base Module)		€10.00		IT Security (Base Module)	€10.00
ECDL Web Editing Exam					
New MTRN * (incl. Certificate)		€35.00		* No need if you already have an MTRN number.	
Web Editing		€20.00		Web Editing Resit **	€16.00
** Resits are charged a fee of €16 only if the original test was done with this test centre.					
ECDL Advanced Exams					
New MTRN ***		€35.00		*** No need if you already have an MTRN number.	
Module AM3 Word Processing		€40.00		Module AM3 Resit Word Processing	€30.00
Module AM4 Spreadsheets		€40.00		Module AM4 Resit Spreadsheets *	€30.00
Module AM5 Databases		€40.00		Module AM5 Resit Databases	€30.00
Module AM6 PowerPoint		€40.00		Module AM6 Resit PowerPoint	€30.00
Separate certificate as per module applied for - €10 to be paid later once candidate has passed the test.					
** Resits are charged a fee of €30 only if the original test was done with this test centre.					

**PAYMENTS ARE ONLY ACCEPTED BY CHEQUE & PAYABLE TO: Director of Examinations.**

**ECDL Core & Web Editing Test Conditions** – Please read carefully

ECDL Core consists of four mandatory base modules and three standard modules.

Newly registered candidates will be given a registration number (MTRN) before they sit for the exam.

The same registration number will be used for all exams (Core, Web Editing and Advanced Modules).

The ECDL Core and Web Editing exams' duration is of 45 minutes. Pass mark is set at 75%.

All ECDL exams are based on Windows 7 and Office 2016. For the Online Essentials email part, we will be using Microsoft Office 2016.

**One FREE Diagnostic Test** is provided with every module.

A full license ECDL Core certificate will be awarded by ECDL Malta to a candidate who completes successfully all 7 modules. Certificate fee is already included in the new MTRN expense.

**NEW applicants** are to provide a photocopy of their ID card with this application form.

**ECDL Advanced Test Conditions** – Please read carefully

If a candidate does not have an MTRN number, an additional fee of €35 must be paid.

The ECDL Advanced exams' duration is of 60 minutes. Pass mark is set at 75%.

If a separate certificate is required per module, an additional fee of €10 is applicable for each certificate.

Candidates who pass all four advanced exams, will be awarded the ECDL Expert certificate at no extra cost, if only the expert certificate is given.

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I understand that the Examinations Department requires my personal details to process my application according to the provisions of the Data Protection Act. \*

<b>Date:</b>	<b>Candidate's Signature:</b>
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**\* DATA PROTECTION**

A copy of the Data Protection Policy may be obtained from the Department of Examinations, Floriana, or from the Gozo Examinations Centre, Victoria. This policy is also available through the Internet on the Department's website on [www.exams.gov.mt](http://www.exams.gov.mt).

Queries or issues regarding personal details, including sensitive data are to be addressed to the Data Controller, Examinations Department, Floriana.

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**For Office Use Only**

Payment : € \_\_\_\_\_

Cheque Number : \_\_\_\_\_

Serial Number:

Received by:

Entered in Computer by:

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