FOUNDED 1900

THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

External Examinations Information Guide
IGCSE / GCSE / GCE (AS/A2) / IAL

May/June Series 2020

06/11/2019
The English School

External Examinations Entries Guide

Contents

External Examinations Entries Guide

Introduction

This document has been designed to assist students and parents/ guardians to apply for external exams through The English School.

Technical Requirements

All the desktop computers in our library can be used to create and submit your application(s). The specifications below are applicable <u>when you use a non-school desktop computer</u>:

1) For security reasons, only the following internet browser versions are tested & supported:
    a. Microsoft Internet Explorer 8+
    b. Google Chrome 37+,
    c. Mozilla Firefox 3.6.10+
    d. Apple Safari 5+

2) JavaScript MUST be enabled on the browser. In 99.9% of the cases it is enabled by default. Follow this guide to enable JavaScript in case it is disabled: https://www.google.com/adsense/support/bin/answer.py?hl=en&answer=12654 You may need administrative privileges to perform some of the operations to enable JavaScript.

3) Minimum screen resolution is 1280x1024.

External Examinations: some important information

It is important to make a note of the information below:

1) System availability
All online entries can be made between the **11th and 22nd November 2019 inclusively.**

a) **ALL ENTRIES MUST BE MADE DURING THE ABOVE MENTIONED PERIOD**.
Best practice is to make all likely entries. Please refer to note 5 below for withdrawals deadlines and refunds.

b) **ANY NEW UNIT ENTRIES MADE AFTER THIS TIME WILL BE CHARGED WITH A LATE PENALTY FEE OF EUR120.00.**

c) After certain deadlines set by the Exam Boards, depending on the period you register, a double or even triple unit fee may be charged for late entries (please refer to note 10 below for further information on this).

2) List of Entries
The school's policy is that all students enter for their exam subjects for IGCSE, GCSE, GCE (AS / A2) and IAL. The subjects which students are expected to enter are indicated on the expected entries document provided to them together with the letter to parents with subject reference: "**Applications for External Examinations (May/June Series 2020)''**. The expected entries will also be automatically displayed once students login to the school's exams registration system.

The school strongly recommends that **students register for all their exams (<u>including exams for subjects they might follow outside the school and/or IAL exams</u>) with a single exams**

centre, i.e. the school for the summer exams session. **Failure to do so might cause a schedule clash which the school will not be able to resolve.**

The English School is an accredited examinations centre for Pearson/ Edexcel, Cambridge International and AQA examinations.

Upon confirmation of entries through the school's system, students also confirm that their personal details (i.e. spelling of name and date of birth) are correct. If any of these details are not correct, please inform the Exams Office immediately by providing a legal document such as the Birth Certificate by email (exams@englishschool.ac.cy). Failure to do so will result in Exam Boards issuing Certificates on the wrong name. Exam Boards charge a fee for reprinting certificates after the summer session's results are out (September onwards) and provide a confirmation statement (not a certificate reprint) after December.

3) Payment

Payment can be made at any Bank of Cyprus or Hellenic Bank branch.

- Bank of Cyprus: the payment should be made out to The English School account: 0117-05-040011 (for online transfers: IBAN No. CY31 0020 0117 0000 0005 0400 1100, BIC: BCYPCY2N).
- Hellenic Bank: the payment should be made out to The English School account: 115-01-391685-01 (for online transfers: CY71 0050 0115 0001 1501 3916 8501, BIC: HEBACY2N).

The Bank will issue a deposit receipt or, for online payments, a transfer payment confirmation. **It is important that a copy of the application form with the payment receipt to be returned to the English School Exams Office.**

Payments can be made until the **2nd December 2019**. No applications will normally be accepted after this deadline.

Our school's Accounts Office will accept payments either by cash or cheque for two days: **21st and 22nd November 2019.** If you pay at the school, you do not need to submit a copy of the payment receipt and application form to the Exams Office.

It is important to note that failure to provide the English School's Exams Office with the payment receipt and application form before the 4th December 2019 may result in your entries being cancelled.

4) Refunds
If you have withdrawn or cancelled an application made online during the two-week window, the refund will be issued and posted to you late January 2020.

Note: It is The English School's policy to issue refund cheques on the name of the student's father. Therefore, please inform the Exams Office should you wish the refund cheque to be issued on another name.

5) Changes to entries
Note that exams withdrawals are possible until the **22nd April 2020** without prior approval from the Exam Boards. After this date, approval is needed from the Exam Boards and there have been instances in the past that the Exam Board has not accepted the withdrawal request and the students were given an "X" on their Statement of Results. Furthermore, when students

submit the coursework component of a subject registered, the Exam Boards will not allow them to drop the subject's exams registrations.

For the full fees to be refunded, withdrawals must be made before the **20th February 2020 for Cambridge International** and before the **21st of March 2020 for Pearson/ Edexcel and AQA**. After this deadlines, we cannot guarantee that the money will be returned; this will be at the discretion of the Exam Board involved.

All refunds will be issued after 22nd April 2020.

6) Cash-in Codes (*applicable for legacy qualifications and IAL*)

> **Kindly note that almost all subjects delivered at school are under the new linear system. These subjects do not have a cash-in code and this will show on the Expected Entries document that will be provided to students and parents.**

If students wish to register for legacy qualifications (i.e. resits for Greek) and IAL where cash-in codes are applicable, the cash-in codes will be automatically entered by the system when adding these exams into your registrations, with the exception of IAL Mathematics done outside of school. The reason for this is that candidates sitting the same units can apply for different types of certification. For example, certification in Mathematics, Pure Mathematics and/or Further Mathematics.

It is the Exam Boards' requirement for candidates to enter the cash-in code/s once they are eligible for a certification. Should candidates resit a unit; the subject's units will re-open by stating the cash-in codes upon registration, so the board can once again arrange the units in the best combination to give the best possible grades for the candidate. Note the candidate cannot select which units should go under which certification; this is automatically done by the Exam Board.

All candidates entering for legacy qualifications and IAL **MUST** enter a cash-in code as part of their entry. Failure to do so or an incorrect cash-in code entered will mean no certificate will be issued for the candidate. Cash-in codes requested after the deadline for applications are subject to a late fee of EUR80.00.

7) Statement of Entries
The school will provide the following two documents, in due time:
  a) The English School Personal Exams Schedule, showing the name of the candidate, Candidate Number, exam subject, exam date, venue, seat number and any clash arrangements, if applicable.
  b) Exam Board/s Statement of Entries

The English School Personal Exams Schedule is the document that the candidates should have with them during the exam period. Candidates should not lose this since as you can see above, it contains very important information.

Any error on either documents, such as spelling of names, date of birth or unit codes **MUST be communicated immediately to the Exams Office**. An email can also be sent to exams@englishschool.ac.cy highlighting the issue. Failure to do so will result in Exam Boards issuing Certificates on the wrong name or registering to the wrong exam.

8) Clashes

Information about any clash arrangements will be communicated on the English School Personal Exams Schedule.

9) Access Arrangements

Should you need to apply for any Access Arrangements (such as extra time during exams), you will need to inform the Exams Office (exams@englishschool.ac.cy) as soon as possible and **no later than the end of November**, by submitting the relevant diagnostic assessment report of your child. This way, the school will be able to provide any arrangements during the mock exams and your child will thus be eligible to receive the arrangements during the external examinations as well.

Access arrangements are agreed before the exams period. They allow candidates with substantial impairments such as special educational needs ('learning difficulty or disability which calls for special educational provision to be made for them' 'substantial and long-term sensory impairments such as those affecting sight or hearing, mental health difficulties and long-term health conditions) or disabilities ('physical or mental impairment which has a substantial and long term adverse effect on someone's ability to carry out normal day to day activities') to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment.

Arrangements must be processed and approved before an examination or assessment, no later than the published deadline of middle February.

Late applications for temporary injuries or impairment (such as a fractured or broken writing hand or pain and discomfort caused due to surgery which occurred during the examination period) are permissible after this deadline.

The arrangements put in place must reflect the support given to the student in school, i.e. in the classroom, during internal school tests and mock examinations and thus should be the 'normal way of working' for the student. The school should be able to show a history of support and provision for the student. Thus, the arrangement cannot suddenly be granted to the candidate at the time of his / her examinations.

If the candidate has never made use of the arrangement granted to him/her, e.g. extra time or supervised rest breaks, then it is not his/her normal way of working and the school may consider withdrawing the arrangement.

The candidate must have a diagnostic assessment report, from no earlier than Year 3, confirming a significant learning difficulty or disability which has a clear, measurable and substantial long term adverse effect on performance and speed of working. This must have been undertaken by a specialist diagnostic assessor.

10) Late Fees

English School Fees:
After the two-week window The English School will charge a flat fee of EUR120.00 on any unit entry made.

Exam Board Fees:
All entries deadline is: **20th February 2020.**
Late entry fees will be charged as follows, after the above deadline:
21st February to 17th April 2020   **– double the entry unit fee**

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From 18th April 2020 — triple the entry unit fee

Summary of important dates

o System on-line: **11th to 22nd November 2019**

o Payment at the bank: **by 2nd December 2019**

o Payment at the school: **21st and 22nd November 2019**

o Applications for Access Arrangements: **by 30th November 2019**

o Copy of application and payment receipt to the Exams Office: **by 4th December 2019**

o Withdrawal/ amendments to entries: **by 20th February 2020**

Step-by-Step Procedures for Submitting Entries

Step 1 - Enter the English School's website
Enter the school's website: http://www.englishschool.ac.cy/

Step 2 - Enter Intranet
Click on the "Login" at the top of the page and then select "Exams".

Step 3 - Login
Enter your username and password (this has been supplied to all students, both in hard copy and by email to the school's email address before the registrations window). Click on Login.

Step 4 - Enter online exams registration
Once you have entered into the system you will see on the top right hand corner your student ID and name. The Exam Boards will use your first name/s and surname/s as spelled on your exam registrations when issuing the results and certificates. By confirming your registrations, you also confirm that your name is spelled correctly. Please inform the Exams Office (exams@englishschool.ac.cy) immediately in case this is not the case, by providing a copy of a legal document (i.e. Birth Certificate) as a proof.

Your Unique Candidate Identifier (UCI)
On this screen you will also view your UCI numbers for Pearson/ Edexcel and AQA (Cambridge International does not issue UCI numbers).

If you have sat exams with the specific Exam Boards in the past, find the Statement of Results and check this is the same number. If incorrect, inform Ms Elena Kazantzi immediately either by visiting the Exams Office or by emailing exams@englishschool.ac.cy

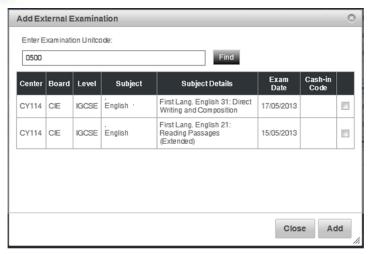It is extremely important for new Year 6 students to follow the above procedures.

Step 5 - Review your exam units
On this page you will view a list of your Expected Entries. Please carefully review all subjects and exams mentioned on this page and compare them to the Expected Entries document provided to you by the school. If there is a mistake on the codes or subjects, please inform the Exams Office.
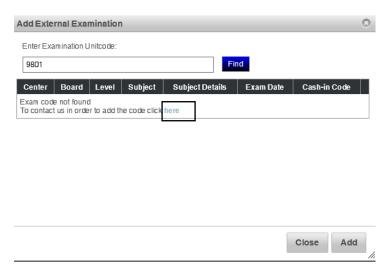
Step 6 - Adding a unit code that is not on your list
Click on the "Add" button, type in the unit code you are looking for and click "Find". By checking/ticking the boxes on the right you can "Add" the unit to your already created list.

If the code is **NOT** in our database, the system will alert you that you need to contact us by clicking on the blue key "here".

A pop-up button will open whereby you specify the Unit Code, Option Code, Board, Subject and click on "Request"

An email will be automatically forwarded to Ms Kazantzi who will check with the Exam Board if the code requested is available for the sitting and add it to the database. She will then email you (to

your school email address) informing you are now able to go into the system and add the new exam to your registrations.

Step 7 – Submitting/Confirming your application

Once you are happy with your exams list click on the "Confirm" button. When you click "Confirm", the invoice and notice for payment will be automatically generated. You can save this on your computer, email this to your parents and print it.

Step 8 – Log-out of the system

On the top right hand corner, you will find the "Logout" button. By clicking on this you will securely exit the system.

Step 9 – Payment

For payment, as previously noted, take the printed copy of the Application Form and Notification for Payment and proceed with your payment at any Bank of Cyprus or Hellenic Bank branch.

The Bank will issue a deposit receipt or, for online payments, a transfer payment confirmation. **It is important that a copy of the application form with the payment receipt to be returned to the English School Exams Office.**

Payments can be made until the **2nd December 2019**. No applications will normally be accepted after this deadline. Our school's Accounts Office will accept payments either by cash or cheque for two days: **21st and 22nd November 2019.** If you pay at the school, you do not need to submit a copy of the payment receipt and application form to the Exams Office.

Step 10 – Processing entries

As previously stated, it is very important that before **4 December 2019,** the Exams Office gets a copy of your application form with the **copy of payment** attached to the application. These documents will be processed confirming your entries.

It is important to note that failure to bring the deposit slip with the application form to The English School's Exams Office before the 6th December 2019 may result in your entries being cancelled.

Frequently Asked Questions (FAQ)

Login

(Q) I forgot my log-in details

(A) Check your school's email address as this information has been emailed to you beginning of November.

(Q) Can parents/ guardians submit the entries?

(A) Parents/ guardians can submit entries provided they have the exams registrations system's login details provided to students by the school.

(Q) How can I, as a parent/ guardian find out my child's login details so as to make the relevant entries?

(A) Email exams@englishschool.ac.cy stating your child's name, class and student ID number. For security reasons your details will be verified and once verification is completed, you will receive a return email with the login details. This process will take approximately 1 working day.

Unique Candidate Identifier (UCI)

(Q) What is the Unique Candidate Identifier?

(A) The UCI number is your Exam Board's identification number. This is created once, the first time you sit an exam with an Exam Board and is quoted on each and every exam you sit after this. Each Exam Board allocates its own UCI number to candidates registered with them, apart from Cambridge International that does not issue UCI numbers. Thus, if you sit exams with Pearson/ Edexcel and AQA you should have two separate UCI numbers.

(Q) Where can I find my UCI number?
(A) Your UCI number is found on Statement of Entries and/or Statement of Results issued by the Exam Boards.

(Q) I have two UCI numbers for the same board what do I do?
(A) Bring copies of the Statement of Entries or Statement of Results as evidence of the two numbers to Ms Elena Kazantzi who will contact the Exam Board and inform them accordingly. The Exam Board will then merge the UCI numbers and confirm the final number that should be used for the student.

Candidate number
(Q) What is the candidate number?
(A) The candidate number is allocated by the Exam Centre (i.e. the school) to each student and varies sitting by sitting. Students have the same candidate number for all the Exam Boards in a sitting.

(Q) Is my candidate number the same every year?
(A) No, the number is not the same. The school changes this number sitting by sitting.

Option codes
(Q) What is an option code?
(A) The option code is the way the Exam Boards (especially Cambridge International) identify which syllabus you are following. Therefore, if applicable, it is important that the correct option code is selected. If you are in doubt speak to your teacher or the Exams Office.

Cash-in Codes
(Q) What are cash-in codes?
(A) All subjects delivered at the school are under the linear system. These subjects **do not have a cash-in code** and this will be visible on the Expected Entries that will be provided to students.
Cash-in codes are mandatory for legacy (i.e. for Greek resits) and IAL qualifications and are used by Exam Boards to identify what qualification/ certificate you are applying for. If you are requesting such a certificate, the cash-in code works as the variable that will add individual units you have sat and add up your score to give you your final grade and certification.

(Q) Why do I need to specify cash-in codes?
(A) For legacy and IAL qualifications, candidates cannot be awarded a certificate if the cash-in code has not been included as part of the entry. Therefore, all candidates must enter a cash-in code as part of their entry. Failure to do so or an incorrect cash-in code entered would mean no certificate will be provided to the candidate.

(Q) How do I specify my cash-in code?
(A) The school automatically assigns cash-in codes when applicable, with the exception of IAL Mathematics.

(Q) Can I have multiple cash-in codes?
(A) Yes, for double IAL Mathematics.

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Expected Entries form
(Q) I have lost my expected entries form. How can I get a copy?
(A) Visit the Exams Office and Ms Kazantzi will print out a copy for you.

Application form(s)
(Q) I have applied for my entries and paid for them. I need to register more subjects. How can I do this?
(A) The system allows you to create multiple applications. Follow the instructions outlined above and apply for the new exam registration.

Clashes
(Q) What are clashes?
(A) Two or more exams scheduled on the same morning or afternoon of the same day.

(Q) I have noticed that two of the subjects I have selected are on the same date and time. What should I do?
(A) Nothing. The Exams Office will identify clashes and arrangements will be made accordingly. These arrangements will be visible on your personal exams schedule.

Payments
(Q) Can I make payment at the school?
(A) This year the school's Accounts Office will accept payment for two days, the 21st and 22nd of November 2019.

(Q) How can I make a payment?
(A) Upon generating the "Application form" and "Notification for payment" please go to any Bank of Cyprus or Hellenic Bank branch and make payment to The English School account stated on the Notification form or come to the school between the 21st and 22nd November and pay our school's Accounts Office.

Refunds
(Q) When do I get my money back?
(A) Refunds for cancellation made within the two weeks window will be forwarded to parents/ guardians end of January 2020. Withdrawals made after this date will be forwarded late April 2020.

Checking Entries
(Q) How can I check that my entries are correct?
(A) You may check that your entries are correct by comparing your Expected Entries with the entries shown in the system once you login. If you have any doubts, please check with your subject/s teacher/s and the Exams Office.

Deadlines
(Q) When are the deadlines for submitting my entries?
(A) Please see page 7 for all the important dates.

Fees
(Q) How can I find out the fees for my exams?
(A) The fees can be viewed when you submit your application.

Statement of Entries
(Q) When do I receive my Statement of Entries?
(A) The personal exams schedules and Exam Boards Statement of Entries will be forwarded to students in April during registration period.

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Exam dates, times & locations

(Q) Where do I take my exams?
(A) This will be visible on your personal exams schedule. All exams are held at the English School unless otherwise stated.

(Q) When do I take my exams?
(A) This will be visible on your personal exams schedule.

Contacts

(Q) Who do I contact when I have a problem?
(A) The contact persons are:

Problem	Contact Person	Title	Tel	Email
Technical	Ms E. Kazantzi	Exams Coordinator	22799303	exams@englishschool.ac.cy elena.kazantzi@englishschool.ac.cy
	Mr D. Souroullas	IT Manager	22799308	ITSupport@englishschool.ac.cy
Unit Codes Enquiry	Ms E. Kazantzi	Exams Coordinator	22799303	exams@englishschool.ac.cy elena.kazantzi@englishschool.ac.cy
	Subject teacher or Head of Department			
Exams procedures	Ms U. Pantelides	Assistant Head i/c of Exam, Data & Admissions	22799315	exams@englishschool.ac.cy ursula.pantelides@englishschool.ac.cy
	Ms E. Kazantzi	Exams Coordinator	22799303	exams@englishschool.ac.cy elena.kazantzi@englishschool.ac.cy
Refunds	Ms E. Kazantzi	Exams Coordinator	22799303	exams@englishschool.ac.cy elena.kazantzi@englishschool.ac.cy
	Ms A. Protopapa	School Accountant	22799321	argyro.protopapa@englishschool.ac.cy