

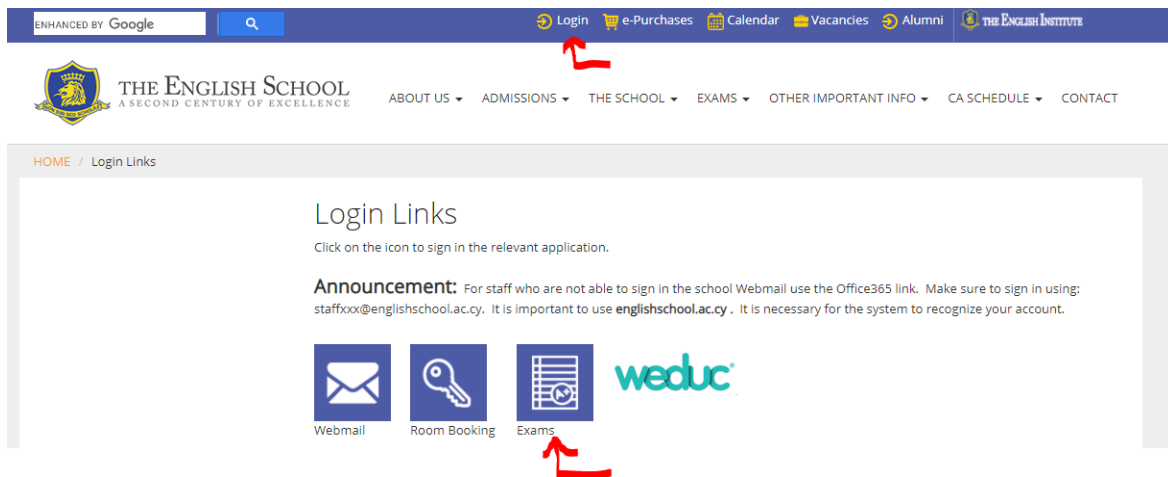
## Step-by-Step Guide for the Summer 2022 Exam Registrations

### Accessing the Registration System

Students will be able to access the exams registrations through *Exams* in the school's website under Login Links ([www.englishschool.ac.cy](http://www.englishschool.ac.cy) > Login > Exams). Students will be able to login using their current school's account Microsoft Office 365 login details. The username is their student' number i.e. s\*\*\*\*\* (not email address) and their personal password for Microsoft Office 365.

### Step 1 - Enter the Exams registration system

[www.englishschool.ac.cy](http://www.englishschool.ac.cy) > Login > Exams



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Login e-Purchases Calendar Vacancies Alumni THE ENGLISH INSTITUTE

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ABOUT US ▾ ADMISSIONS ▾ THE SCHOOL ▾ EXAMS ▾ OTHER IMPORTANT INFO ▾ CA SCHEDULE ▾ CONTACT

HOME / Login Links

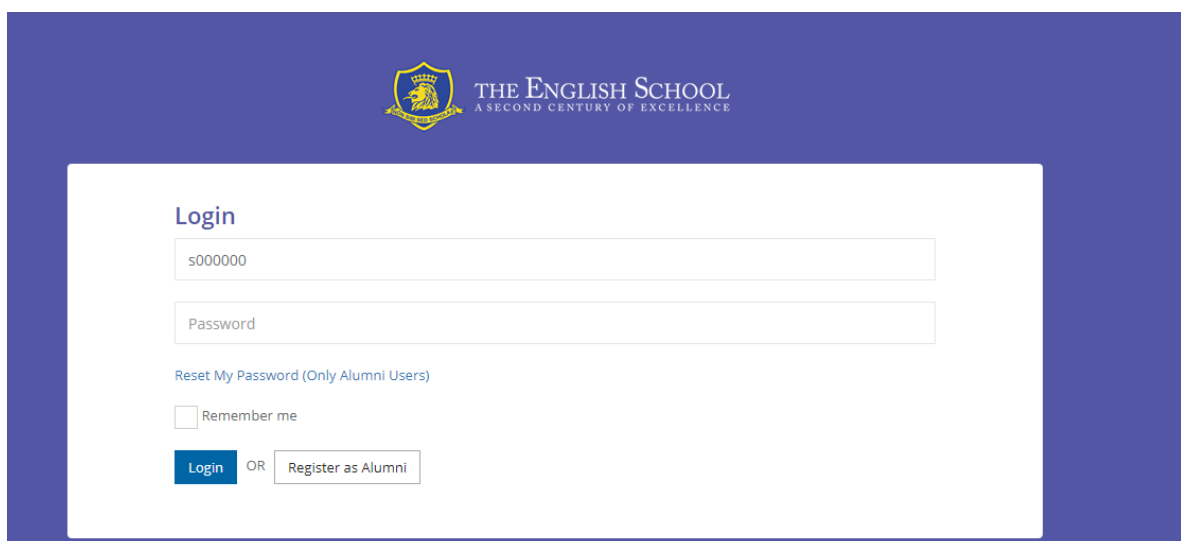
### Login Links

Click on the icon to sign in the relevant application.

**Announcement:** For staff who are not able to sign in the school Webmail use the Office365 link. Make sure to sign in using: staffxxx@englishschool.ac.cy. It is important to use [englishschool.ac.cy](http://englishschool.ac.cy). It is necessary for the system to recognize your account.

Webmail Room Booking Exams weduc

As mentioned above, students will be able to login using their current login details for the school's account for Microsoft Office 365. The username is the students Admin. Number i.e. s\*\*\*\*\* and their personal password for Microsoft Office 365.



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### Login

s000000

Password

Reset My Password (Only Alumni Users)

Remember me

Login OR Register as Alumni

## Step 2 – Check personal information

Once you enter into the Exams system, you will see your personal information.

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Logout

Save Cancel

Edit Profile  
Profile / Edit Profile

Personal Info

Admin No. [Redacted]

Legal Surname\* [Redacted]

Legal Surname\* [Redacted]

Email Address [Redacted]

Phone Number [Redacted]

Avatar [Choose File] No file chosen

Legal Document [Choose File] No file chosen

The Exam Boards will use your first name/s and surname/s as spelled on your original online exam registrations when issuing the results and certificates. If the personal information you see on this page is not correct, please upload a legal document (i.e. Birth Certificate or Passport) as a proof and we will amend your information accordingly

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 immediately of any discrepancies by uploading through the Exams registration system a copy of a legal document (i.e. Birth Certificate) as a proof.

Once you are happy with your personal information, click on **Exam Selections** on the left of the screen.

## Step 3 – Check UCI numbers

(not applicable for students taking external exams for the first time)

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Logout

Exam Selections

Session: Exams

Unique Candidate Number (UCI) [Redacted] | EdExcel [Redacted] | OCR [Redacted] | AQA [Redacted]

Examination Entries

Center	Board	Level	Unit Code	Option Code	Subject	Subject Details	Paper Code	Exam Date	Exam Time	Cash-in Code	Cost in EUR
91450	Edexcel	IGCSE	4GK1		Greek	Paper 1: Reading, Summary and Grammar	01	16/06/2021	pm		115.00
91450	Edexcel	IGCSE	4MA1	H	Maths	Mathematics (Specification A)	1H	27/05/2021	am		115.00
91450	Edexcel	IGCSE	4GK1		Greek	Paper 2: Writing	02	03/06/2021	pm		0.00
91450	Edexcel	IGCSE	4MA1	H	Maths	Mathematics (Specification A)	2H	11/06/2021	am		0.00

Approved by the school for Access Arrangements:

If you are a student with Special Educational Needs (e.g. ADHD, Dyslexia etc) please tick the above box. These students would need to submit their full, extended report issued by an approved specialist, in English Language, to the school's SENCo Ms Maria Papagiorgiou (Maria.Papagiorgiou@englishschool.ac.cy) and the Exams Office (exams@englishschool.ac.cy) by December of each academic year.

Notes:

- To add exams please inform the Exams Office (exams@englishschool.ac.cy).
- A late registration penalty fee will be applied on confirmations after the registrations deadline.
- By confirming these registrations you also confirm that your full name is spelled correctly.

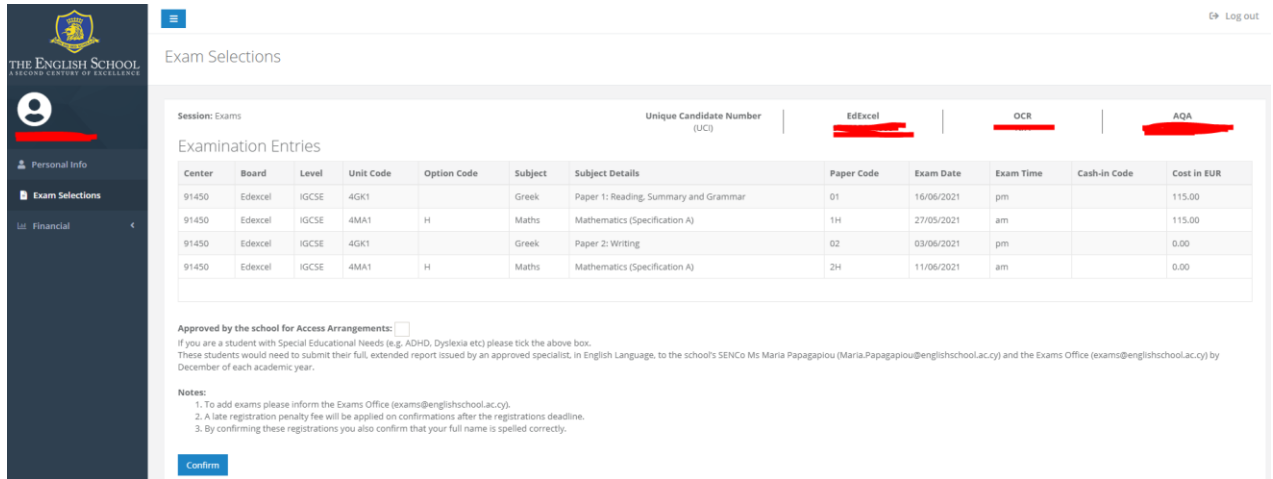
Confirm

On the **Exam Selections** screen you will view your Unique Candidate Identifier (UCI) numbers for Pearson/ Edexcel and AQA. Cambridge does not issue UCI numbers.

**If you have sat exams with the specific Exam Board(s) in the past**, find the Statement of Results and check this is the same number. If incorrect, inform Ms Elena Kazantzi by email ([exams@englishschool.ac.cy](mailto:exams@englishschool.ac.cy)).

## Step 4 - Review your exam units

On the **Exam Selections** 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 students by email. If there is a mistake with the codes or subjects, please inform the Exams Office.



The screenshot shows the 'Exam Selections' page for 'Session: Exams'. It features a table of 'Examination Entries' with columns for Center, Board, Level, Unit Code, Option Code, Subject, Subject Details, Paper Code, Exam Date, Exam Time, Cash-in Code, and Cost in EUR. The table lists four entries for Edexcel IGCSE exams. Below the table, there is a section for 'Approved by the school for Access Arrangements' and a 'Notes' section with three points.

Center	Board	Level	Unit Code	Option Code	Subject	Subject Details	Paper Code	Exam Date	Exam Time	Cash-in Code	Cost in EUR
91450	Edexcel	IGCSE	4GK1		Greek	Paper 1: Reading, Summary and Grammar	01	16/06/2021	pm		115.00
91450	Edexcel	IGCSE	4MA1	H	Maths	Mathematics (Specification A)	1H	27/05/2021	am		115.00
91450	Edexcel	IGCSE	4GK1		Greek	Paper 2: Writing	02	03/06/2021	pm		0.00
91450	Edexcel	IGCSE	4MA1	H	Maths	Mathematics (Specification A)	2H	11/06/2021	am		0.00

Approved by the school for Access Arrangements:

If you are a student with Special Educational Needs (e.g. ADHD, Dyslexia etc) please tick the above box. These students would need to submit their full, extended report issued by an approved specialist, in English Language, to the school's SENCo Ms Maria Papagapiou (Maria.Papagapiou@englishschool.ac.cy) and the Exams Office (exams@englishschool.ac.cy) by December of each academic year.

Notes:

1. To add exams please inform the Exams Office (exams@englishschool.ac.cy).
2. A late registration penalty fee will be applied on confirmations after the registrations deadline.
3. By confirming these registrations you also confirm that your full name is spelled correctly.

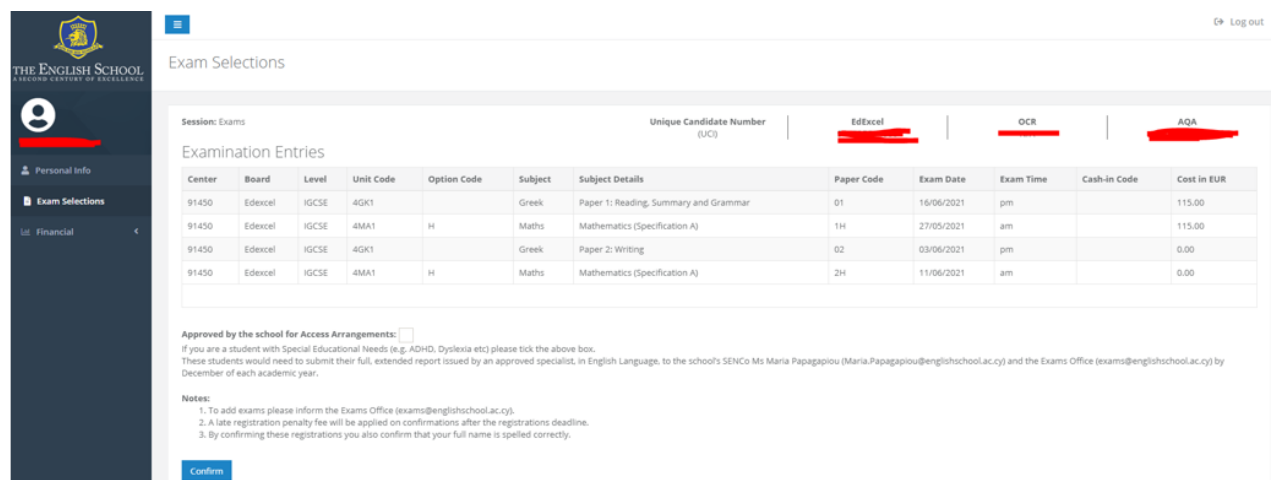
[Confirm](#)

## Step 5 - Adding an exam that is not on your list

The school does not accept out of school exams, **unless there is a clash** (exams scheduled on the same day and time). In this case, please contact Ms Elena Kazantzi ([exams@englishschool.ac.cy](mailto:exams@englishschool.ac.cy)) and request to add the specific exam to your list.

## Step 6 - Confirm your application

Once you are happy with your exams list, click on the **“Confirm”** button. When you click **“Confirm”**, an invoice will be generated.



This screenshot is identical to the one in Step 4, but with a red arrow pointing to the 'Confirm' button at the bottom of the page.

## Step 7 - Access Invoice

Click on **Invoices** under the **Financial** tab on the left side of the screen, to find your invoice.

Exam Selections

Session: Exams Unique ID

Examination Entries

Center	Board	Level	Unit Code	Option Code	Subject	Subject Details
91450	Edexcel	IGCSE	4GK1		Greek	Paper 1: Reading, Summar
91450	Edexcel	IGCSE	4MA1	H	Maths	Mathematics (Specifier
91450	Edexcel	IGCSE	4GK1		Greek	Paper 2: Writing
91450	Edexcel	IGCSE	4MA1	H	Maths	Mathematics (Specifier

Approved by the school for Access Arrangements:

If you are a student with Special Educational Needs (e.g. ADHD, Dyslexia etc) please tick the above box. These students would need to submit their full, extended report issued by an approved specialist, in English Language, to the December of each academic year.

Notes:

1. To add exams please inform the Exams Office (exams@englishschool.ac.cy).
2. A late registration penalty fee will be applied on confirmations after the registrations deadline.
3. By confirming these registrations you also confirm that your full name is spelled correctly.

Confirm

Click the button underneath **Actions** to open your invoice.

Invoices

Financial / Invoices

Show 10 entries Search:

Number	Date	Account	Amount	Updated By	Actions
641	21/11/2021	AC000189 / [REDACTED]	1142.80	[REDACTED]	[Action Icon]
30	08/01/2021	AC000189 / [REDACTED]	230.00	[REDACTED]	[Action Icon]

Click on **Print Invoice** to open your invoice in PDF. You can then print and save your invoice.

Invoices

Financial / Invoices / Show Invoice

Print Invoice Back to list

Invoice Number: 641

Date: 21/11/2021

A/A	Reason	Item	Price	Discount	Total Amount
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## Step 8 – Payment

Payment can be made at any Bank of Cyprus or Hellenic Bank branch or online. The school's bank accounts are as follows:

- **Bank of Cyprus:** The English School account: 0117-05-040011. For online transfers: IBAN No. CY31 0020 0117 0000 0005 0400 1100, BIC: BCYPCY2N.
- **Hellenic Bank:** The English School account: 115-01-391685-01. For online transfers: IBAN No. 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.** Please email a copy of the transfer payment confirmation or payment receipt to [exams@englishschool.ac.cy](mailto:exams@englishschool.ac.cy)

Our school's Accounts Office will accept payments either by cash or cheque for two days: **2<sup>nd</sup> and 3<sup>rd</sup> of December 2021**. 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.

**Failure to provide the English School's Exams Office with the payment receipt and application form before the deadline may result in your entries being cancelled.**

### Summary of important dates

- Registrations window: **22<sup>nd</sup> November to 3<sup>rd</sup> December 2021**
- Payment at the bank: **by 3<sup>rd</sup> December 2021**
- Payment at the school: **2<sup>nd</sup> and 3<sup>rd</sup> December 2021**
- Applications for Access Arrangements: **by 15<sup>th</sup> December 2021**
- Copy of application and payment receipt to the Exams Office: **by 6<sup>th</sup> December 2021**
- Withdrawal/ amendments to entries: **by 18<sup>th</sup> February 2022**