

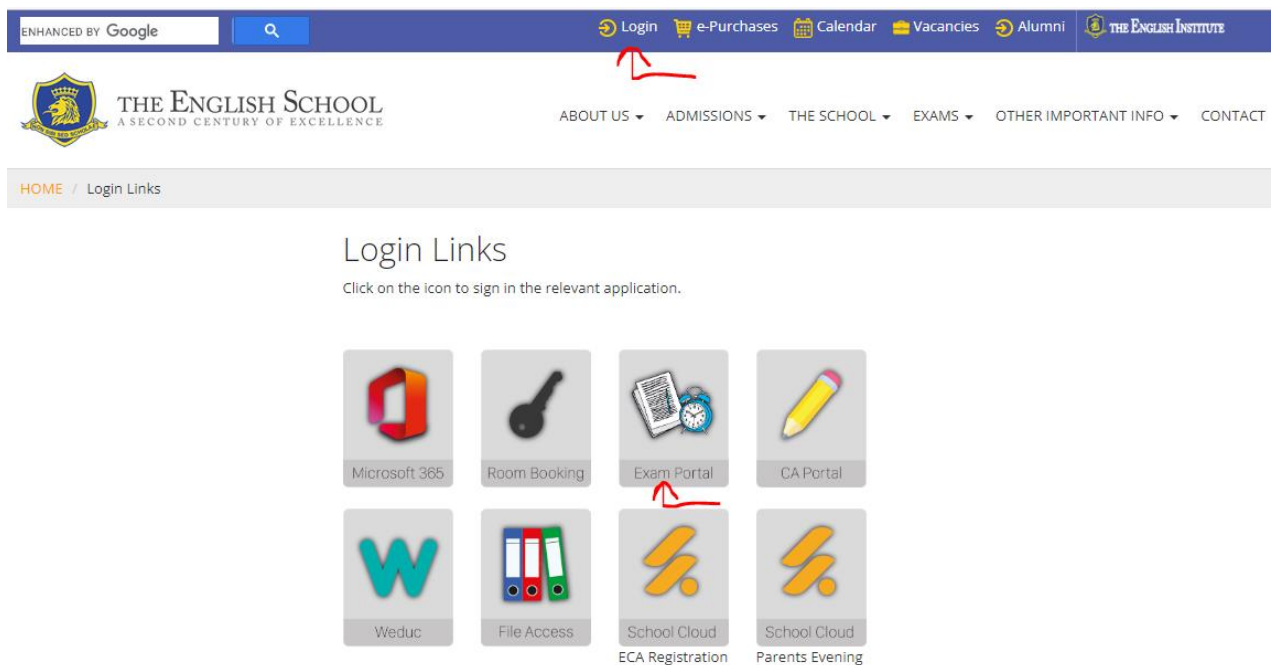
## Step-by-Step Guide for the Summer 2024 Exam Registrations

### Accessing the Registration System

Students will be able to access the exams registrations system through the school's website under Login Links, Exams Portal ([www.englishschool.ac.cy](http://www.englishschool.ac.cy) > Login > Exams Portal) **between 20<sup>th</sup> November to 4<sup>th</sup> December**. Students should use their Microsoft Office 365 school's account login details to enter into the system. The username is their student number (i.e. s\*\*\*\*\*).

### Step 1 - Enter the Exams registration system

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



ENHANCED BY Google

Login e-Purchases Calendar Vacancies Alumni THE ENGLISH INSTITUTE









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

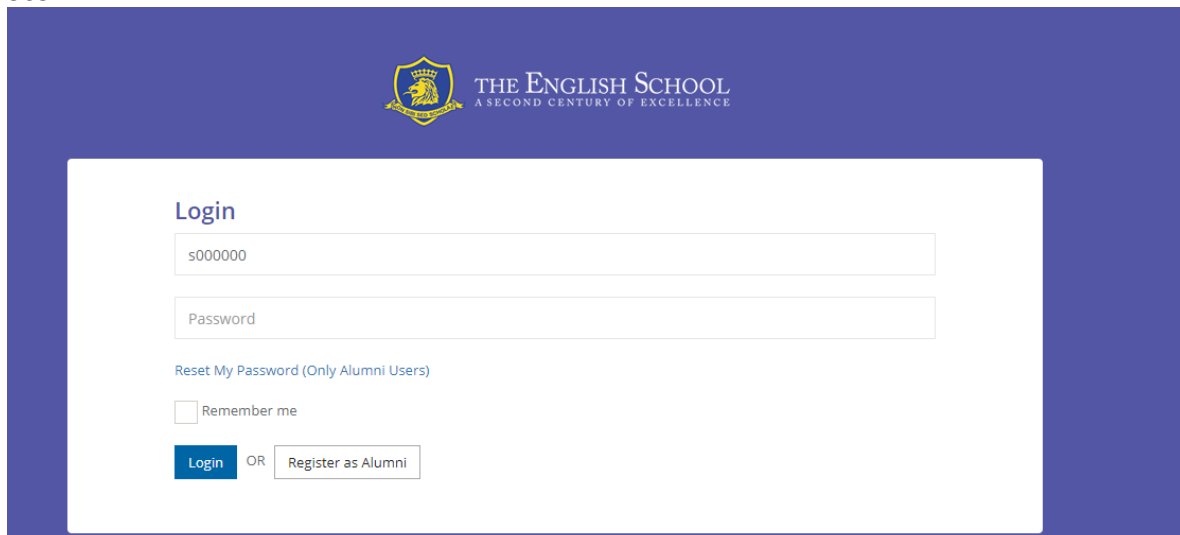
HOME / Login Links

### Login Links

Click on the icon to sign in the relevant application.

|  |   |   |   |
|--|---|---|---|
| <br>Microsoft 365 | <br>Room Booking | <br>Exam Portal                      | <br>CA Portal                       |
| <br>Weduc         | <br>File Access  | <br>School Cloud<br>ECA Registration | <br>School Cloud<br>Parents Evening |

Students will be able to login using their current login details for the school's account for Microsoft Office 365. The username is the student 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

OR

## 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 and surname as spelled in the exam registrations system when issuing results and certificates.

By confirming your registrations, you also confirm that your name spelling is correct in the exams system. Please inform the Exams Office immediately if there are any discrepancies by uploading a copy of a legal document (i.e., Birth Certificate) as a proof, through the Exams registration system.

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 with the Exam Board/s for the first time.**

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Logout

Exam Selections

Session: Exams

Unique Candidate Number (UCI) | EdExcel | OCR | AQA

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 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.

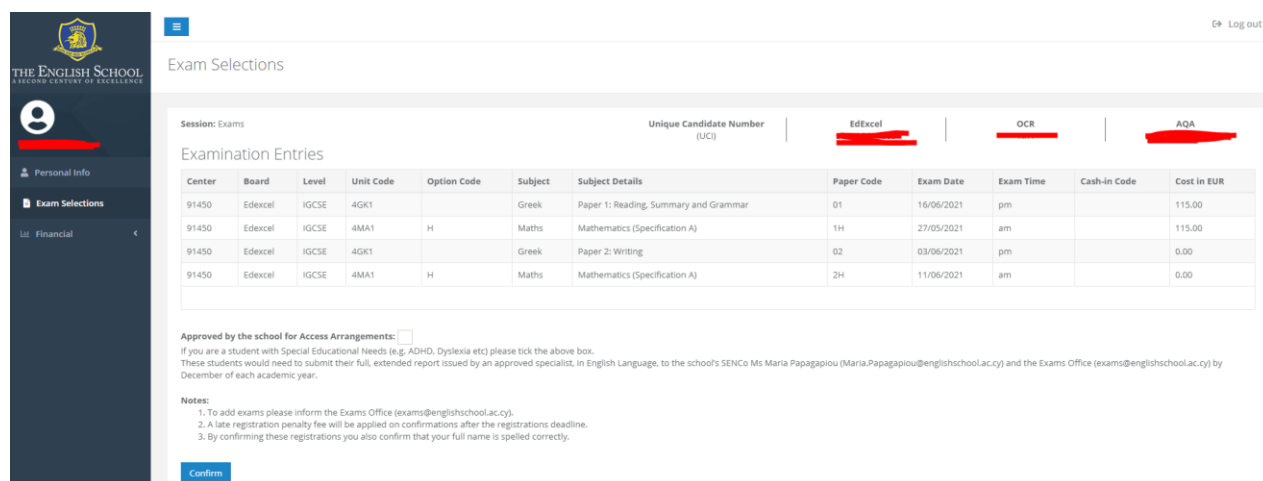
Confirm

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 Boards in the past (Pearson/ Edexcel or AQA),** find your Statement of Results and check this is the same number. If incorrect, please inform Ms. Elena Kazantzi via email ([elena.kazantzi@englishschool.ac.cy](mailto:elena.kazantzi@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 with the Expected Entries document provided to students by email. If there are any inconsistencies with the codes or subjects, please inform Ms. Elena Kazantzi via email ([elena.kazantzi@englishschool.ac.cy](mailto:elena.kazantzi@englishschool.ac.cy)).



The screenshot shows the 'Exam Selections' page for 'Session: Exams'. The page includes a sidebar with 'Personal Info', 'Exam Selections', and 'Financial' options. The main content area displays 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. Below the table, there is a section for 'Approved by the school for Access Arrangements' and 'Notes'.

| 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        |

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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.

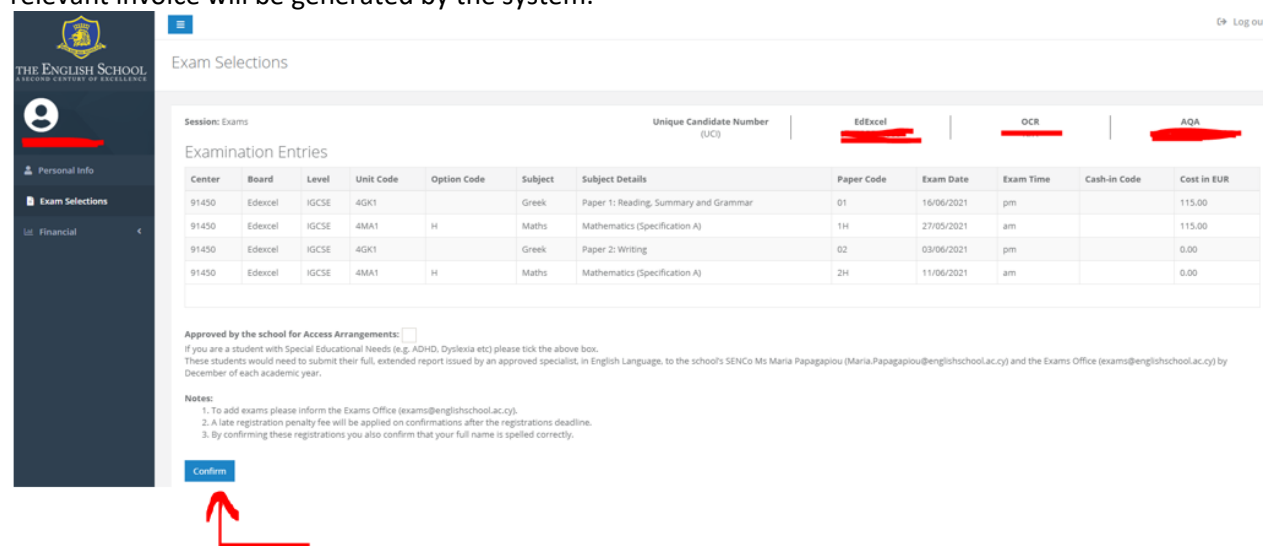
[Confirm](#)

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

The school cannot accept out of school exams, **unless there is a clash** (exams scheduled on the same day and same time or time overlaps). If this is the case, please request to add the specific exam to your list by contacting Ms. Elena Kazantzi via email ([elena.kazantzi@englishschool.ac.cy](mailto:elena.kazantzi@englishschool.ac.cy)).

## Step 6 - Confirm your application

Once everything is in order with your exams list, click on **"Confirm"**. When you confirm your exams, the relevant invoice will be generated by the system.



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 c

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 (Specification |
| 91450  | Edexcel | IGCSE | 4GK1      |             | Greek   | Paper 2: Writing           |
| 91450  | Edexcel | IGCSE | 4MA1      | H           | Maths   | Mathematics (Specification |

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

| Number | Date       | Account               | Amount  | Updated By | Actions    |
|--------|------------|-----------------------|---------|------------|------------|
| 641    | 21/11/2021 | AC000189 / [REDACTED] | 1142.80 | [REDACTED] | [Eye icon] |
| 30     | 08/01/2021 | AC000189 / [REDACTED] | 230.00  | [REDACTED] | [Eye 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 |

| Invoicelines |        |      |       |          |              |  |
|--------------|--------|------|-------|----------|--------------|--|
| A/A          | Reason | Item | Price | Discount | Total Amount |  |

## Step 8 – Payment

Please complete the payment of exam fees online by 8<sup>th</sup> December, through JCC Smart. To initiate the payment through JCC Smart platform:

- Access the link: [Electronic invoices: JCCsmart portal](#)
- Locate the relevant category: **Exams – May/June Registration Fees**
- Click on **'Bill payment'** under the relevant category
- Complete the form with the necessary information required:
  - Student name/surname, Student number, Class
  - Invoice number (as stated on the invoice issued after confirming your exams)
  - Amount (as stated on the invoice issued after confirming your exams)
- Proceed with completing the payment

If the exams category is not immediately visible, you may access the exam fees payment link directly here: [Invoice payment: JCCsmart portal](#)

Payments can be made until Friday, **8<sup>th</sup> December 2023**. Applications will not normally be accepted after this deadline.

The school will not be able to submit your summer exam registrations to the Exam Boards if you fail to confirm your exams and settling the total fee due by the assigned deadline.

## Contact Details Exams Office

Exams Office email address: [exams@englishschool.ac.cy](mailto:exams@englishschool.ac.cy)

School reception: 22799300

Ms. Elena Gregoriou Kazantzi

Examinations and Assessments Coordinator

Email address: [elena.kazantzi@englishschool.ac.cy](mailto:elena.kazantzi@englishschool.ac.cy)

Direct line: 22799303

Ms. Maria Rousou

Assistant Head i/c of Exams

Email address: [maria.rousou@englishschool.ac.cy](mailto:maria.rousou@englishschool.ac.cy)

Direct line: 22799316