

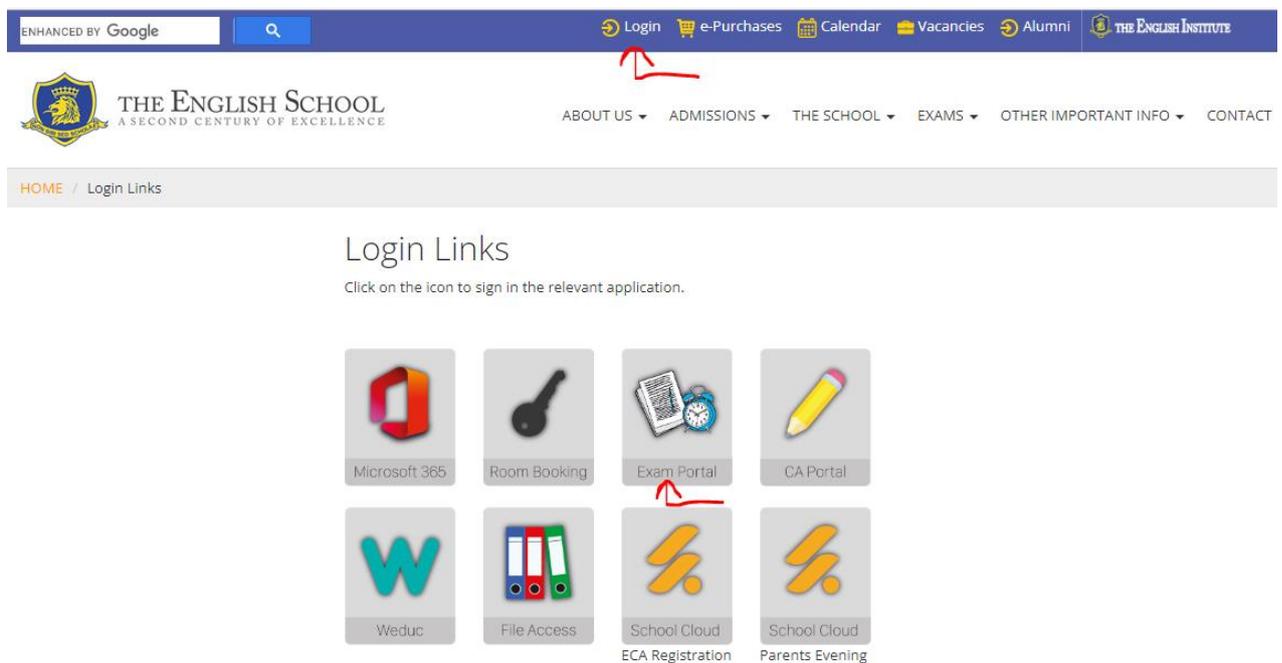
Step-by-Step Guide for the Summer 2025 Exam Registrations

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 > Login > Exams Portal) **between 18th November to 2nd 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 > Login > Exams



ENHANCED BY Google

Login e-Purchases Calendar Vacancies Alumni THE ENGLISH INSTITUTE

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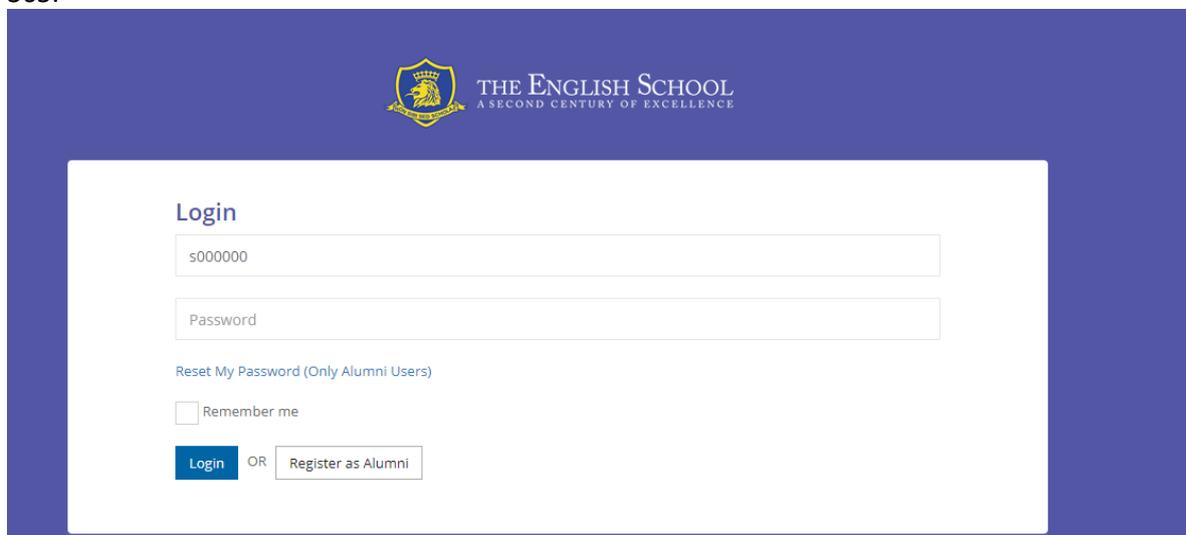
HOME / Login Links

Login Links

Click on the icon to sign in the relevant application.

 Microsoft 365	 Room Booking	 Exam Portal	 CA Portal
 Weduc	 File Access	 School Cloud ECA Registration	 School Cloud 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.

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.

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:

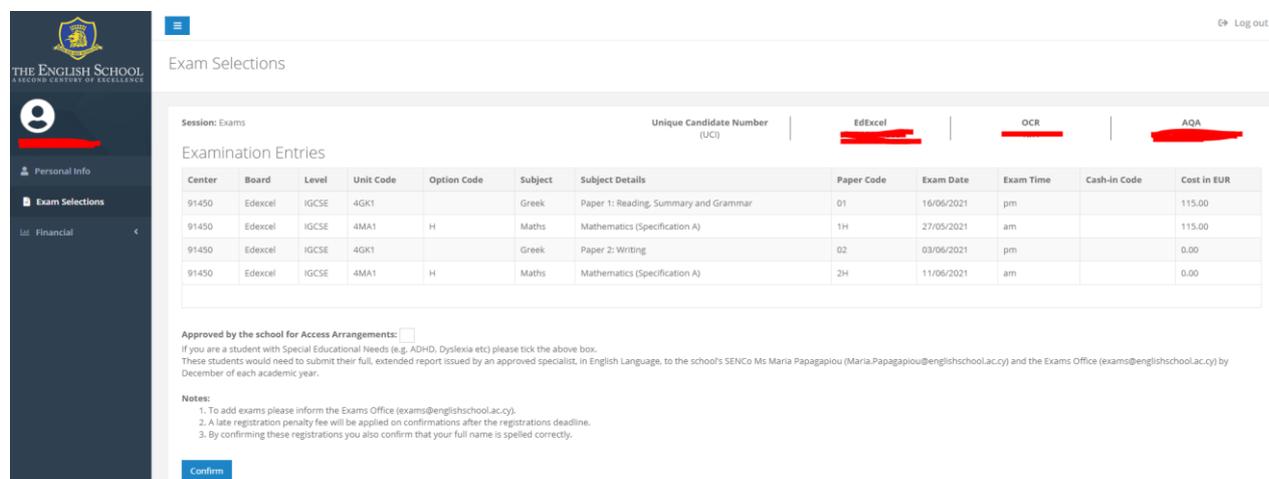
1. To add exams please inform the Exams Office (exams@englishschool.ac.cy).
2. A late registration penalty fee will be applied on confirmations after the registrations deadline.
3. By confirming these registrations you also confirm that your full name is spelled correctly.

On the **Exam Selections** screen, you will view your Unique Candidate Identifier (UCI) numbers for Exam Boards Pearson/ Edexcel and AQA. Exam Board Cambridge does not issue UCI numbers. The school allocates a provisional UCI number to students who are registering with Pearson or AQA for the first time. Upon submission of registrations to each Exam Board, the Exam Board locks each student's UCI number by adding a capital letter to the end of the provisional number provided by the school.

If you have sat exams with Pearson/ Edexcel or AQA in the past, find your Provisional Statement of Results issued by the Exam Board when the results are out in August and check this is the same number. If incorrect, please inform Ms. Elena Kazantzi via email (elena.kazantzi@englishschool.ac.cy).

Step 4 - Review your exam units

The **Exam Selections** page mentions your summer exams Expected Entries for the academic year. 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).



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

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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:

- 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.

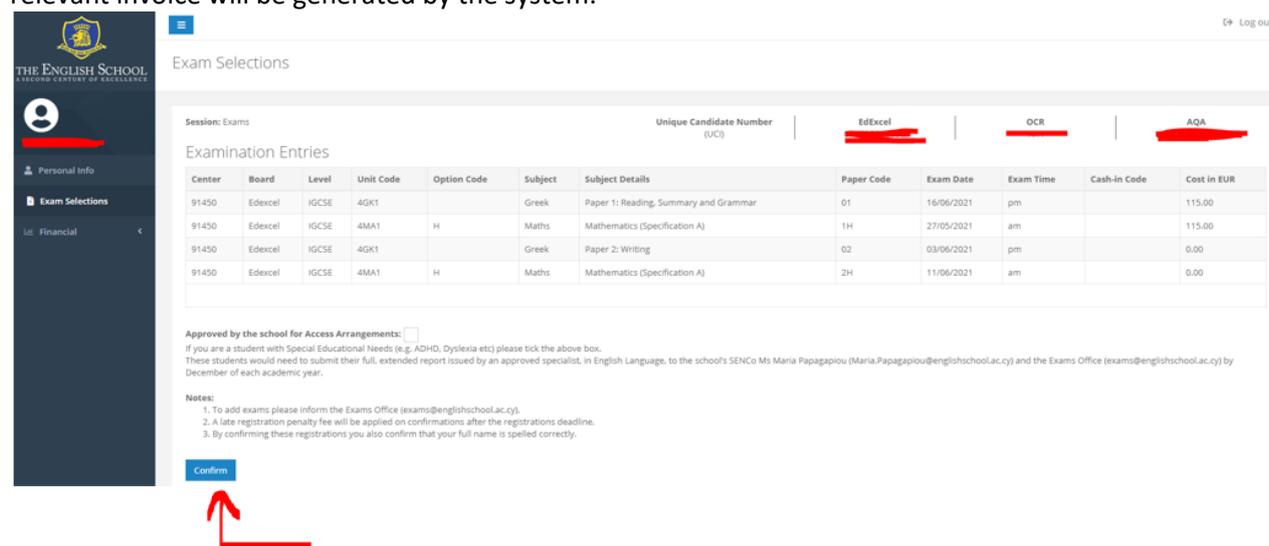
Confirm

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).

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.



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:

- 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

Step 7 - Access Invoice

Click on **Invoices** under the Financial tab on the left side of the screen, to find your invoice. Invoices issued during the current and previous academic years will be visible here.

The screenshot shows the 'Exam Selections' page. The left sidebar has a 'Financial' dropdown menu with 'Invoices' selected. The main area displays 'Exam Selections' with a table of '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 for the current academic year (the first invoice available).

The screenshot shows the 'Invoices' page with a table of invoices. The first invoice is highlighted, and a red arrow points to the 'Actions' button.

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.

The screenshot shows the 'Print Invoice' page. The 'Print Invoice' button is highlighted with a red arrow.

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

Please complete the payment of exam fees online by 6th 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, 6th December 2024**. 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 deadlines.

Contact Details Exams Office

Exams Office email address: exams@englishschool.ac.cy
School reception: 22799300

Ms. Elena Gregoriou Kazantzi
Examinations and Assessments Coordinator
Email address: elena.kazantzi@englishschool.ac.cy
Direct line: 22799303

Ms. Maria Rousou
Assistant Head i/c of Exams
Email address: maria.rousou@englishschool.ac.cy
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