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THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

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

May/June Series 2018

01/11/2017
The English School



External Examinations Entries Guide

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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 desktops in our library can be used to create and submit your application(s). The specifications below are applicable when you use a non-school desktop computer:

- 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 26th November 2017 inclusively**.

- a) **ALL ENTRIES MUST BE MADE DURING THE ABOVE MENTIONED PERIOD.** Best practice is to make all likely entries and should students have a change of heart, they may withdraw from individual units afterwards (please refer to note 5 below for further information on this).
- b) **ANY NEW UNIT ENTRIES MADE AFTER THIS TIME WILL BE CHARGED WITH A LATE PENALTY FEE OF EUR120.00.**
- c) After 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 11 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 2018)**". The expected entries will also be automatically displayed once the students login to the school's exams registration system.



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The school strongly recommends that students register for all their exams (including exams for subjects they might follow outside the school) 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, OCR and AQA examinations.

3) Payment

Payment can be made at any Bank of Cyprus branch. This should be made out to: The English School account: 0117-05-040011.

The bank will issue a deposit slip and sign and stamp the receipt printed from the system.

It is essential that a copy of the application form with the deposit slip be returned to the English School's Exams Office.

Payment can be made until the **1st December 2017** (5 days after the two-week window). No applications will normally be accepted after this deadline.

Our school accountant, Ms. Argyro Protopapa, will accept payment (either cash or cheque) of applications for two days: **23rd and 24th November 2017**.

It is important to note that failure to provide the English School's Exams Office with the deposit slip and application form before the 4th December 2017 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 2018.

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 after 27th of November 2017

If you have second thoughts about doing an exam i.e. if you wish to withdraw from a subject, you will need to email and request permission from Dr. Chris Mavrommatis chris.mavrommatis@englishschool.ac.cy and copy to the email the Exams Office exams@englishschool.ac.cy. Your email must clearly state your name, candidate number, subject and reason why you wish to withdraw.

Dr. Mavrommatis, will confirm in return if he approves the withdrawal, copying Mrs Elena Kazantzi. Upon approval you will receive an automatically generated credit note that will be forwarded to your school email account, confirming the withdrawal.

Note that withdrawals are possible until the **17th April 2018**, 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 Provisional Statement of Results.



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For the full fees to be refunded, withdrawals MUST be made before the **13th February 2018**. After this deadline, we cannot guarantee that the money will be returned; this will be at the discretion of the Exam Board involved. Note that once the exam session starts in May, we, as a centre, cannot withdraw students from specific units/subject codes.

All refunds will be issued and posted after the 17th April 2018.

6) Cash-in Codes

Kindly note that as of June 2016 examinations, most of the subjects examined are under the new 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.

For all legacy qualifications where cash-in codes are applicable, this is done automatically by the system with one exception: Year 7 Mathematics. 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. We have guided candidates regarding the expected entries and the relevant cash-in code/s they should apply for, after consultation with the Maths Department of our school.

Please check the Expected Entries document provided to you for the Maths unit codes and cash in codes. In case any Year 7 student is not sure that the cash in code/s are correct, or if any student is not examined for any of the Maths units mentioned on the document, or if any student is examined or resitting for Maths units not mentioned on the document, please verify the cash in codes with your Maths teachers and inform the Exams Office before confirming your exams.

It is the Exam Board's requirement for candidates to enter the cash-in code/s once they are eligible for a certification. Should they resit an exam or later do extra units to apply for 1 ½ Level Maths or Double Maths qualification, the cash-in codes will be re-opened by stating the cash-in codes again when making the entries, 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 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 provided to 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 statements of entries, in due time:

- a) The English School Statement of Entries, showing the name of the candidate, Candidate Number, subject of the exam, date of the exam, location of the exam, seat number of the student, clash arrangements made, if applicable
- b) Exam Board Statement of Entries

The English School Statement of Entries is the document that the candidates should have with them during the exam period. Candidates should not lose this or forget this



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document on the day of the exams. As you can see above, it contains very important information.

Any errors on either of the Statements of Entries, such as spelling of names, date of birth, or unit codes **MUST be communicated immediately to the Data and Exams Office**. An email can also be sent to exams@englishschool.ac.cy highlighting the issue.

8) Clashes

Information about clash arrangements will be communicated on the English School Statement of Entries, therefore, please do not lose this document.

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 2017**, 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 an assessment. 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.



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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:

GCSE / IGCSE / GCE / IAL entries deadline is: **13th February 2018.**

Late entry fees will be charged as follows after the above deadlines:

14th February to 17th April 2018 – double the entry unit fee

From 18th April 2018 – triple the entry unit fee

Summary of important dates

- System on-line: **11th to 26th November 2017**
- Payment to any branch of the Bank of Cyprus: **by 1st December 2017**
- Payment at the school: **23rd – 24th November 2017**
- Applications for Access Arrangements: **by 24th November 2017**
- Copy of application and payment receipt to the Exams Office: **by 4th December 2017**
- Withdrawal/ amendments to entries: **by 13th February 2018**

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 "Exams" (next to the Webmail).

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). Click on Login.

Should you have lost this information please either:

(a) Click on Forgot Password and follow the instructions.

(b) E-mail exams@englishschool.ac.cy stating your name and student ID number and we will reset your password.

Step 4: Enter online exams registration

Once you have entered into the site you will see on the top right hand corner your student ID and name. By clicking on your User Profile you can manage your password details.

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. By confirming these registrations you also confirm that your full name is spelled correctly. Please inform the Exams Office (exams@englishschool.ac.cy) immediately in case this is not the case, by providing us with a copy of a legal document (i.e. Birth Certificate or Passport) as a proof.



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Your Unique Candidate Identifier (UCI)

On this screen you will also view your UCI numbers for (Pearson/ Edexcel, OCR and AQA).

Find previous examinations statement of entries or result slips as this number can be found there. If incorrect contact Ms. Elena Kazantzi immediately either by: (a) Physically visiting the Exams Office for this to be corrected or (b) e-mail Ms. Kazantzi exams@englishschool.ac.cy

It is extremely important for new Year 6 students to follow the above procedures i.e. either physically come to the Exams Office and update your UCI number or email Ms. Kazantzi (exams@englishschool.ac.cy) with this information.

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.

Step 6: Selecting Mathematics Cash-in Codes (applicable for Year 7 students only)

The system will not allow you to confirm an application if you do not select at least one (1) cash-in code.

As you can see, there are two boxes next to each other. This is for students doing Double A Level or 1 ½ A Level Mathematics, who will thus need to select two cash-in codes. If you are doing single A Level in Mathematics, then you need to select the code ones in the first box. Please leave the second box at "Select".

There are various certifications you can apply for:

Code	Certification	Description
8371	AS Mathematics:	6663 (C1), 6664 (C2) + either 6677 (M1) or 6683 (S1) or 6689 (D1)
8372	AS Further Maths	6667 (FP1) + 2 other units excluding 6663 to 6666 (C1 to C4)
8373	AS Pure Maths:	6663 (C1), 6664 (C2), 6665 (C3)
9371	A Level Mathematics:	6663 (C1), 6664 (C2), 6665 (C3), 6666 (C4) + one pair of units from 6677 (M1) + 6678 (M2), 6683 (S1) + 6684 (S2), 6689 (D1) + 6690 (D2), 6677 (M1) + 6683 (S1), 6683 (S1) + 6689 (D1), 6677 (M1) + 6689 (D1)
9372	A Level Further Maths:	Either 6667 (FP1) and one of 6668 (FP2) or 6669 (FP3) + 4 units excluding 6663 to 6666 (C1 to C4) Or: 6667 (FP1) + 6668 (FP2) + 6669 (FP3) plus three other units excluding 663 to 6666 (C1 to C4)
9373	A Level Pure Mathematics:	Either 6663 (C1), 6664 (C2), 6665 (C3), 6666 (C4), 6667 (FP1) and either 6668 (FP2) or 6669 (FP3)
9374	A Level Further Maths (Additional)	Six units not used for A Level Maths and A Level Further Maths

Please check the Expected Entries document provided to you for the Maths unit codes and cash in codes. In case any Year 7 student is not sure that the cash in codes are correct, or if the student is not examined for any of the Maths units mentioned on the document, or if a



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student is examined for Maths units not mentioned on the document, please verify the cash in codes with your Maths teachers and inform the Exams Office before confirming your registration.

Step 7: Adding a unit code that is not on your list

Simply 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.

Center	Board	Level	Subject	Subject Details	Exam Date	Cash-in Code	
CY114	CIE	IGCSE	English	First Lang. English 31: Direct Writing and Composition	17/05/2013		<input type="checkbox"/>
CY114	CIE	IGCSE	English	First Lang. English 21: Reading Passages (Extended)	15/05/2013		<input type="checkbox"/>

For clarification purposes, if the code is in our database then you simply tick the codes and click on “Add”. By doing so the subject you have just selected will be viewed with your other entries.

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”.

Center	Board	Level	Subject	Subject Details	Exam Date	Cash-in Code	
Exam code not found To contact us in order to add the code click here							

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



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The screenshot shows a web form titled "Add Examination Code Request". It contains the following fields and values:

- Unicode: 9801
- Optioncode: (empty)
- Board: EdExcel
- Subject: Advanced mathematics

At the bottom right of the form, there are two buttons: "Close" and "Request". The "Request" button is highlighted with a black rectangular box.

An email will be automatically forwarded to Ms. Elena Kazantzi. She will check with the Exam Boards that the code requested is available, and she will add it to the database. She will then email you (to your school e-mail account) informing you are now able to go into the system and register for the new exam.

Step 8 – Submitting/Confirming your application

Once you are happy with your exams list simply 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, e-mail this to your parents or print it.

Step 9 – 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 10 – 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 branch. The English School account number is: **0117-05-040011**.

The bank will issue a deposit slip as confirmation of payment. **It is imperative you get this deposit slip as proof of payment. This copy needs to be brought back to the Exams Office.**

Furthermore, the school accountant Mrs Argyro Protopapa, will accept payment of applications for two days: **23rd and 24th November 2017**.

Step 11 – Processing entries

As previously stated, it is very important that before the **4th December 2017**, 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 4th December 2017 may result in your entries being cancelled.



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Frequently Asked Questions (FAQ)

Login

(Q) I forgot my log-in details

(A) Simply click on the “Forgot Password? Click here” and an email will be forwarded to our administrator and a new username and password will be emailed back to you.

(Q) Can parents make the entries?

(A) Parents can only make entries if they have the school registration entries system login information.

(Q) How can I, as a parent find out my child’s intranet login information so as to make the relevant entries?

(A) E-mail 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, the administrators will reset your child’s password. You will receive a return email with the new details, as will your child. This process will take approximately 24 hours.

Unique Candidate Identifier (UCI)

(Q) What is the Unique Candidate Identifier?

(A) The UCI number is your exam identification number. This is created once, the first time you sit an exam and is quoted on each and every exam you sit after this. This UCI number is the way the Universities can access your results and verify grades received. Each Exam Board requests to have its own UCI number, excluding Cambridge (CIE) that does not request this information. So if you sit exams with Edexcel, OCR and AQA you should have three separate UCI numbers.

(Q) Where can I find my UCI number?

(A) Your UCI number is usually found on previous Statement of Entries or Result slips.

(Q) I have two UCI numbers for the same board what do I do?

(A) Bring copies of the Statement of Entries or Results Slip as evidence of the two numbers to Ms. Elena Kazantzi. She will scan the documents and forward the information to the relevant Exam Board. The Exam Board will then merge the UCI numbers and Ms. Kazantzi will confirm your new UCI number.

Candidate number

(Q) What is the Candidate Number?

(A) The Candidate Number is a number allocated to a student and varies year by year. Students have the same candidate number for all the Exam Boards. The candidate number is generated in such a way that we can identify which year group our candidate is and in which class.

(Q) Is my candidate number the same every year?

(A) No, this number is not the same. The school changes this number year by year so that as a centre we can easily identify your year group and class.

Option codes

(Q) What is an option code?

(A) The option code is the way the Exam Boards [especially Cambridge (CIE)] identify which syllabus you are following. Therefore it is important that the correct option code is selected, if applicable. If you are in doubt speak to your teacher.



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Cash-in Codes

(Q) What are cash-in codes?

(A) As of June 2016 examinations, most of the subjects examined by Year 6 and Year 7 students are under the new GCE AS and A2 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 and parents. Cash-in codes are used by Exam Boards to identify what qualification/ certificate you are applying for. If you are requesting an AS or A level 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/ certification.

(Q) Why do I need to specify cash-in codes?

(A) For legacy qualifications, candidates cannot be awarded an AS or A level certificate, if the cash-in-code has not been included as part of the entry. As of 2010 this is Exam Board requirement, and thus this has become mandatory for international centres. 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. We have seen this cause issues with UCAS applications, thus pay particular attention to which cash-in is supplied.

(Q) How do I specify my cash-in code?

(A) The school automatically assigns cash-in codes for all subjects with the exception of Year 7 Mathematics.

(Q) Can I have multiple cash-in codes for mathematics?

(A) Yes, for Year 7 double or 1 ½ Mathematics.

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, or email Ms. Kazantzi on exams@englishschool.ac.cy to forward you your list of expected entries.

Application form(s)

(Q) I have applied for my entries and paid for these. I need to enter for 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 subject/s.

Clashes

(Q) What are clashes?

(A) Two or more exams scheduled on the same morning or afternoon of the same day. The Exams Office provides arrangements made clear on the Statement of Entries provided to students.

(Q) I have noticed that two of the subjects I have selected are on the same date and time. What should I do?

(A) The school will identify these clashes and arrangements will be made. These arrangements will be visible on your school's Statement of Entries.

Payments

(Q) Can I make payment at the school?

(A) This year our School Accountant can accept payment for two days, the 23rd and 24th November 2017.



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(Q) How can I make payment?

(A) Upon generating the “Application form” and “Notification for payment” please go to any Bank of Cyprus branch and make payment to The English School account stated on the Notification form or come to the school between the 23rd and 24th November and pay our school accountant Ms. Argyro Protopapa.

Refunds

(Q) When do I get my money back?

(A) Refunds from online entries will be forwarded to parents end January 2018. Withdrawals made after January results will be forwarded late April 2018.

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 8 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. See steps 10 and 11 of this guide.

Statement of Entries

(Q) When do I receive my Statement of Entry?

(A) Both English School Statement of Entries and Exam Boards Statement of Entries will be issued and forwarded to you in April. The statements will be distributed during registration period.

Exam dates, times & locations

(Q) Where do I take my exams?

(A) This will be visible on the English School Statement of Entries. All exams are held at the English School unless otherwise stated.

(Q) When do I take my exams?

(A) This will be visible on the English School Statement of Entries.

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	Examinations Coordinator	22799303	exams@englishschool.ac.cy elena.kazantzi@englishschool.ac.cy
	Mr. D. Souroullas	IT Manager	22799308	ITSupport@englishschool.ac.cy



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Unit Codes Enquiry	Ms. E. Kazantzi	Examinations Coordinator	22799303	exams@englishschool.ac.cy elena.kazantzi@englishschool.ac.cy
	Subject teacher or HoD (This is highly recommended for Mathematics entries)			
Exam procedure	Ms. U. Pantelides	Assistant Head i/c of Examinations, Data & Admissions	22799315	exams@englishschool.ac.cy or ursula.pantelides@englishschool.ac.cy
	Ms. E. Kazantzi	Examinations Coordinator	22799303	exams@englishschool.ac.cy elena.kazantzi@englishschool.ac.cy
Refunds	Ms. E. Kazantzi	Examinations Coordinator	22799303	exams@englishschool.ac.cy elena.kazantzi@englishschool.ac.cy
	Ms. A. Protopapa	School Accountant	22799321	argyro.protopapa@englishschool.ac.cy