



FOUNDED 1900

THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

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

May/June Series 2023

11/11/2022
The English School



External Examinations Entries Guide

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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.

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 > Login > Exams). Students will be able to login using their current login details for the school's account for Microsoft Office 365. The username is their student number (i.e. s*****) and their personal password.

External Examinations: some important information

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

1) System availability

The registrations window for the Summer 2023 exams session is the **14th to 25th of November 2022**.

- a) ALL ENTRIES MUST BE MADE DURING THE ABOVE MENTIONED PERIOD.
- b) **ANY NEW UNIT ENTRIES MADE AFTER THIS TIME WILL BE CHARGED WITH A LATE PENALTY FEE OF €120.**
- c) A double or even triple fee may be incurred after certain deadlines set by the Exam Boards, depending on the period you register. Please refer to note 10 below for further information.

2) Expected Exams for the academic year

The policy of the school is that all students enter for the exams of the subjects they follow at school, which include IGCSE, GCSE, Level 2 Certificate, GCE, IAS and IAL. The subjects students will enter are indicated on the **Expected Entries** email sent to each student. The expected entries will also be automatically displayed once students enter the exams registration system.

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

The school accepts registrations only from current school students and only for the subjects they follow at school.

Any exams for subjects studied outside of school will not be accepted **unless they clash (scheduled for the same day and same time) with an exam studied at school**. Students interested to register for exams in subjects taken out of school may register through the British Council or any other exam centre that can accept registrations from private candidates.

Year 6 students wishing to register for GCE AS exams due to university requirements need to have permission for registering by the school. If this is the case, please email the Exams Office (exams@englishschool.ac.cy) and we will get back to you accordingly.

Upon confirmation of entries through the school's system, students also need to confirm that their personal details (i.e. spelling of name and date of birth) are correct. If any of these details



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are not correct, please inform the Exams Office immediately by uploading a legal document such as Birth Certificate through the Exams registration system. Failure to do so will result in exam boards issuing certificates with 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 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 to provide the Exams Office with a copy of the application form with the payment receipt.** Please email a copy of the transfer payment confirmation or payment receipt to exams@englishschool.ac.cy

If you pay at the school's Finance Office, you do not need to submit a copy of the payment receipt and application form to the Exams Office.

Payments can be made until the **2nd of December 2022**. Applications will not normally be accepted after this deadline.

Failure to provide the English School's Exams Office with the payment receipt and application form before the 5th of December may result in your entries being cancelled.

4) Refunds for cancellations or changes to entries

If you cancel an entry during the registrations window (14-25 November 2022), the refund fee will be deposited in your account by late December.

Full refund of the exam fees paid is granted for withdrawals made before the **20th February for Cambridge International** and before the **21st March for Pearson/ Edexcel and AQA**. After these deadlines, the school cannot guarantee that the fees will be returned as this will be at the discretion of the Exam Board involved.

Exam withdrawals are possible until **17th April** without prior approval by the Exam Boards. After this date, approval is required by the Exam Boards. When students have already completed part of the syllabus component for a subject, i.e. coursework, the Exam Boards will not allow withdrawing the registration entry for this subject. If the exam board does not accept to withdraw an entry, the students will receive an "X" on their Statement of Results.

The school will process any refunds after 22nd April.



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5) Pearson/ Edexcel IAS/ IAL (out of school exams and cash-in codes)

Kindly note that almost all subjects delivered at school are under the linear system. These subjects do not have cash-in codes and this will show on the Expected Entries document emailed to students by the Exams Office.

The school accepts summer session's registrations for subjects delivered at the school only. Any exams for subjects studied outside of school will not be accepted **unless they clash (scheduled for the same day and same time) with exams studied at school**. If this is the case, students will need to register for the clashing exams through the school. Please contact the Exams Office (exams@englishschool.ac.cy) to **check and confirm this, before registering with another exams centre**.

Students wishing to register for exams in subjects they study out of school (not clashing with exams studied at school) may register through the British Council or any other exams centre that can accept registrations from private candidates.

Cash-in codes for IAS/ IAL units are added automatically by the school's exams system with the exception of IAL Mathematics. The reason for this is that candidates sitting the same units can apply for different types of certification and thus different cash-in codes are available. For example certification in Mathematics, Pure Mathematics or Further Mathematics.

All candidates entering for IAS/ 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 €80.

6) 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 as 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.

7) Clashes

Clashes are exams scheduled for the same date and same time. Information about any clash arrangements will be communicated on the English School Personal Exams Schedule.

8) Access Arrangements

Should you need to apply for any Access Arrangements you will need to contact the school's Exams Office (exams@englishschool.ac.cy) as soon as possible and **no later than 12th of December**, by submitting the relevant diagnostic assessment report.

Access Arrangements are agreed before the exams period. They allow candidates with substantial impairments such as special educational needs ('learning difficulty or disability which



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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 Access Arrangements is to meet the particular needs of an individual candidate without affecting the integrity of the assessment.

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.

Any arrangements put in place must reflect the support given to the student in school 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. This arrangement cannot suddenly be granted to candidates at the time of their examinations.

If a candidate has never made use of an arrangement granted to them and it is not their normal way of working, the school can withdraw this provision.

9) Late Fees

English School Late Fees:

After the two-week window The English School will charge a flat fee of €120 on any unit entry made.

Exam Boards Late Fees:

All entries deadline: **20th February 2023.**

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

21st February to 17th April 2023 – **double the entry unit fee**

18th April 2023 onwards – **triple the entry unit fee**



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Step-by-Step Guide for Submitting Entries

Step 1 - Enter the Exams registration system

www.englishschool.ac.cy > Login > Exams

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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.

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

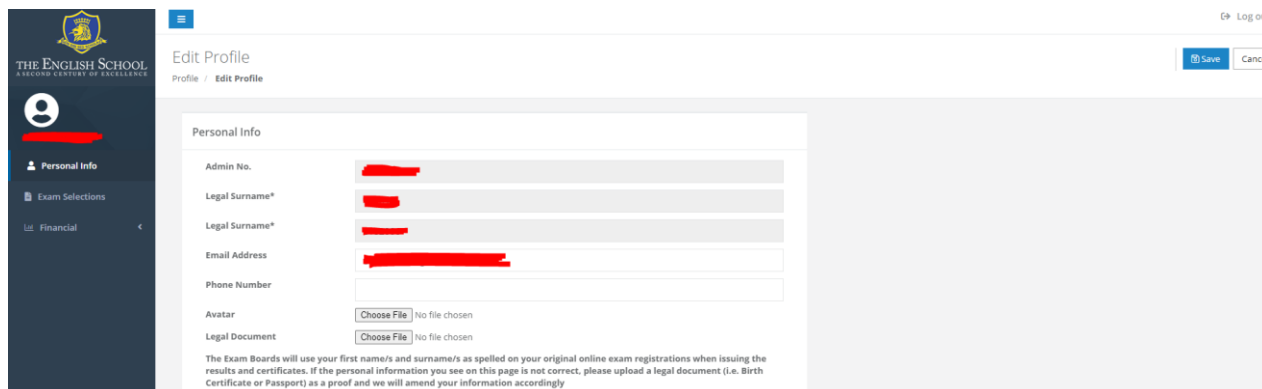
OR



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Step 2 – Check personal information

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



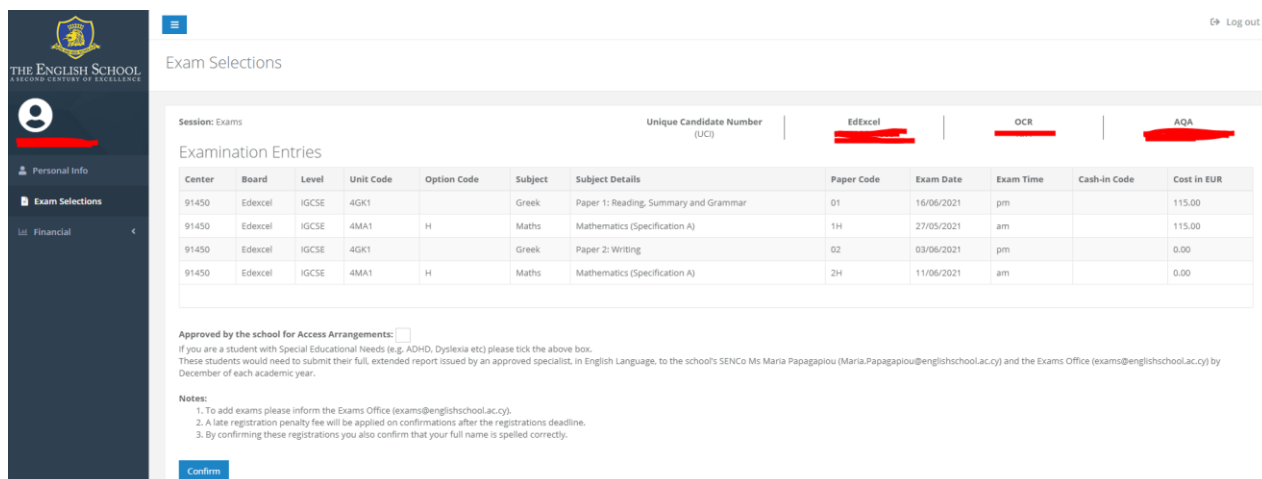
The Exam Boards will use your first name/s and surname/s as spelled in the exam registrations system when issuing the results and certificates.

By confirming your registrations, you also confirm that your name/s 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.



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 (elena.kazantzi@englishschool.ac.cy).



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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 in a web application. The page title is 'Exam Selections'. Below the title, there are tabs for 'Session: Exams', 'Unique Candidate Number (UC)', 'EdExcel', 'OCR', and 'AQA'. The 'EdExcel', 'OCR', and 'AQA' tabs are highlighted in red. The main content is a table titled 'Examination Entries' with the following columns: 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 contains four rows of data. Below the table, there is a checkbox for 'Approved by the school for Access Arrangements:' and a 'Confirm' button.

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	G1	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

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 same time). In this case, please contact Ms Elena Kazantzi (elena.kazantzi@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, showing the 'Exam Selections' page with the table of examination entries. A red arrow is drawn on the page, pointing from the bottom towards the 'Confirm' button at the bottom left of the page.



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Step 7 - Access Invoice

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

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

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

Invoices

Financial / Invoices

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

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

Invoice Number: 641
Date: 21/11/2021

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

See section 3 above for all the relevant information.



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Contact Details

Problem	Contact Person	Title	Tel	Email
Exams Enquiry	Ms E. Kazantzi	Exams and Assessments Coordinator	22799303	exams@englishschool.ac.cy elena.kazantzi@englishschool.ac.cy
	Ms M. Rousou	Assistant Head i/c of Exams	22799316	exams@englishschool.ac.cy maria.rousou@englishschool.c.cy
	Ms U. Pantelides	Senior Assistant Head, Academic	22799315	ursula.pantelides@englishschool.c.cy
Refunds	Ms E. Kazantzi	Exams and Assessments Coordinator	22799303	exams@englishschool.ac.cy elena.kazantzi@englishschool.ac.cy
	Ms E. Piyiotou	School Accountant	22799321	eliza.piyiotou@englishschool.ac.cy