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THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Registrations of External Exams Online Registration Guide

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Introduction

This document has been designed to inform students and parents/guardians that External Exams can be and should be applied 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 the students Admin. Number i.e. s***** and their personal password. No further login details are required.

Information about the dates and times when this will be made available will be communicated in November.

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

Online registrations

- 1) System availability will be announced via email to students and parents.
- 2) All entries must be made during the period announced. A late penalty fee of EUR 120.00 will be charged for any entries not applied for during the timeframe announced.
- 3) Every year the Exam Board announces deadlines for submitting registrations. Therefore it is important to have in mind that a double or even a triple fee may be incurred.

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, preparing them for IGCSE, GCSE, Level 2 Certificate, GCE A2, IAS and IAL.

The subjects students will enter are indicated on the Expected Entries emailed 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 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.

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). The exam office will communicate with the student in due course.

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

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 be returned to the English School Exams Office. The exams office should be emailed with the transfer confirmation.

Our school's Accounts Office will also accept payments either by cash or cheque

Payment deadlines will be communicated once the Exam System is online.

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

Refunds for cancellations or changes to entries

If you cancel an entry during the registrations window, the refund will be issued and posted to you late February.

The full refund of the exam fees paid is granted for withdrawals made before mid February for Cambridge International and before end of March for Pearson/ Edexcel and AQA. The exact date will be communicated during the registration process.

After these deadlines, the school cannot guarantee that the money will be returned, as this will be at the discretion of the Exam Board.

Exam withdrawals are possible until the end of April 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 where the Exam Board did not accept the withdrawal request and the students were given an “X” on their Statement of Results. Furthermore, when students submit the coursework component of a subject registered, the Exam Boards will not allow them to drop the subject’s exams registration.

The school will issue any refund cheques end of April.

Important 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 in another name.

Cash-in Codes (applicable for IAS and IAL only)

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

The school accepts registrations for the 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 time) with an exam studied at school. Students interested to register for exams in subjects they study out of school, may register through the British Council.

For students with a clash that will need to register through the school, if the clash is with an IAL where cash-in codes are applicable, the cash-in codes will be automatically entered by the 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.

It is the Exam Boards requirement for candidates to enter the cash-in code(s) once they are eligible for a certification. Should candidates resit; a subject’s unit(s) will re-open by stating the cash-in codes upon registration, so that the board can once again arrange the units in the best combination to give the best possible grades for the candidate. Note that the candidate cannot select which units should go under which certification; the Exam Board automatically does this.

All candidates entering for 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 EUR80.00.

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.

Clashes

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

Access Arrangements

Please refer to “The English School Policies and Practice for Access Arrangements”,

Summary of what is expected.

Any student wanting to apply for Access Arrangements should be done by mid-December.

Access arrangements are agreed before the exams period. 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 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 needs to be the normal way of working for the student. The school needs to be able to show a history of support and provision for the student. This 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 them and it is not their normal way of working, the school can withdraw this provision.



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:

All entries deadline: end of February exact date will be communicated during registration.

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

End of February to middle of April – double the entry unit fee

After the middle of April – triple the entry unit fee

Contact information

Exams email: exams@englishschool.ac.cy