



FOUNDED 1900

THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

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

May/June Series 2022

15/11/2021
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.

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. No further login details are required.

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 2022 exams session is the **22th of November to 3rd of December 2021**.

- 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 EUR120.00.**
- 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 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) 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 are not correct, please inform the Exams Office immediately by uploading a legal document



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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 that a copy of the application form with the payment receipt to be returned to the English School Exams Office.** Please email a copy of the transfer payment confirmation or payment receipt to exams@englishschool.ac.cy

Payments can be made until **3rd of December 2021**. Applications will not normally be accepted after this deadline.

Our school's Accounts Office will accept payments either by cash or cheque for two days: **2nd and 3rd of December 2021**. If you pay at the school, you do not need to submit a copy of the payment receipt and application form to the Exams Office.

Failure to provide the English School's Exams Office with the payment receipt and application form before the 3rd of December 2021 may result in your entries being cancelled.

4) Refunds for cancellations or changes to entries

If you cancel an entry during the registrations window (22 November-3 December 2021), the refund will be issued and posted to you by late December.

The 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 money will be returned, as this will be at the discretion of the Exam Board involved.

Exam withdrawals are possible until the **22nd 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 after the 22nd April.



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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.

5) 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; this is automatically done by the Exam Board.

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.

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 time. Information about any clash arrangements will be communicated on the English School Personal Exams Schedule.



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8) Access Arrangements

Should you need to apply for any Access Arrangements you will need to inform the school's SENCo Ms Maria Papagapiou (maria.papagapiou@englishschool.ac.cy) and the Exams Office (exams@englishschool.ac.cy) as soon as possible and **no later than middle 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 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 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.

9) 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: **18th February 2022.**

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

19th February to 15th April 2022 – double the entry unit fee

From 16th April 2022 – triple the entry unit fee

Summary of important dates

- Registrations window: **22nd November to 3rd December 2021**
- Payment at the bank: **by 3rd December 2021**
- Payment at the school: **2nd and 3rd December 2021**
- Applications for Access Arrangements: **by 15th December 2021**
- Copy of application and payment receipt to the Exams Office: **by 3rd December 2021**
- Withdrawal/ amendments to entries: **by 18th February 2022**



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Step-by-Step Procedures 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 ▾ CA SCHEDULE ▾ CONTACT

HOME / Login Links

Login Links

Click on the icon to sign in the relevant application.

Announcement: For staff who are not able to sign in the school Webmail use the Office365 link. Make sure to sign in using: staffxxx@englishschool.ac.cy. It is important to use englishschool.ac.cy. It is necessary for the system to recognize your account.

Webmail Room Booking Exams weduc

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.

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Login

s000000

Password

Reset My Password (Only Alumni Users)

Remember me

Login OR Register as Alumni

Step 2 – Click on Exams

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

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Edit Profile

Profile / Edit Profile

Log out Save Cancel

Personal Info

Admin No. [Redacted]

Legal Surname* [Redacted]

Legal Surname* [Redacted]

Email Address [Redacted]

Phone Number [Redacted]

Avatar No file chosen

Legal Document 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



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The Exam Boards will use your first name(s) and surname(s) as spelled on your exam registrations when issuing the results and certificates.

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

Step 3 - Click on Exam Selections

The screenshot shows the 'Edit Profile' page. The left sidebar has a menu with 'Exam Selections' highlighted. The main content area is titled 'Edit Profile' and contains a 'Personal Info' section with the following fields: Admin No., Legal Surname*, Legal Surname*, Email Address, Phone Number, Avatar (with a 'Choose File' button), and Legal Document (with a 'Choose File' button). Below the fields is a note: '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'.

On this screen you will view your Unique Candidate Identifier (UCI) numbers for Pearson/ Edexcel and AQA. Cambridge International 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 (exams@englishschool.ac.cy).

Step 4 - 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. If there is a mistake with the codes or subjects, please inform the Exams Office.

The screenshot shows the 'Exam Selections' page. The main content area is titled 'Exam Selections' and contains a table of 'Examination Entries'. The table has 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 exam entries. Below the table are sections for 'Approved by the school for Access Arrangements', 'Notes', 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	01	16/05/2021	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. If this is the case, please contact Ms Elena Kazantzi (exams@englishschool.ac.cy) and request to add the specific exam to your list.

Step 6 - Confirming your application

Once you are happy with your exams list, click on the "Confirm" button. When you click "Confirm", an invoice will be generated.



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Step 7 - Access Invoice

Click on Invoices under Financial to find your invoice.

Click the button underneath Actions to open your invoice.

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

Step 8 - Payment

See section 3 above for all the relevant information.

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
	Subject teacher or Head of Department			
	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	exams@englishschool.ac.cy ursula.pantelides@englishschool.c.cy



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Refunds	Ms E. Kazantzi	Exams and Assessments Coordinator	22799303	exams@englishschool.ac.cy elena.kazantzi@englishschool.ac.cy
	Ms A. Protopapa	School Accountant	22799321	argyro.protopapa@englishschool.ac.cy