



2019 CAMBRIDGE INTERNATIONAL EXAMINATION ENTRIES for PRIVATE CANDIDATES

Private candidates who intend entering for the May/June 2019 Cambridge International Examinations through ISCT should please complete the electronic entry form (link on Due Dates info sheet) **by Friday 18 January 2019**. Please pay the fees due as instructed on the entry form by no later than **Friday 1 February 2019**. We will only enter candidates once the fee has been paid. We reserve the right to close entries early if the centre reaches capacity.

ENTRY FEES

Costs	Full A level	AS /A level (staged)	IGCSE
Administration fee (single fee)	400	400	400
Courier fee per subject	250	250	250
Cambridge Exam fee per subject	1700	1300	1100
Practical Exam fee (Sciences) *by prior arrangement only	650	650	---
Oral Exam fee (Spanish/French) Includes trial exam. *by prior arrangement only.	600	600	600
Late entry penalties per subject /or per change required			
Stage 1 (entry submitted to ISCT after 2 February or amendments made after 15 February). Late entries are accepted at our discretion, based on capacity.	750	750	750
Very Late penalties * Cambridge may be unable to accept entry changes after 17/04/19 as these are received so close to the exam. Amendments requested in this period are charged the Very Late penalty. Proof of payment is required before late amendments will be made.	1800	1800	1800

These fees cover standard exam costs, including invigilation fees for each paper written, venues, exam materials, couriering, all meeting CIE requirements, as provided by ISCT.

NOTE: *Please contact us directly when wishing to enter for subjects with a practical component as our numbers are limited by space. The additional fee covers materials, setup, damages, additional expert supervision, as required by Cambridge.

If additional assistance (such as Practical Examination preparation for a Science subject is required), group tutor sessions may be possible to arrange. Any such services we are able to offer will be charged separately. Please contact us directly regarding any such needs.

If specialist Access arrangements are requested for which Cambridge approval is required, this is by arrangement only and is dependent on our capacity. Additional invigilation costs will be incurred. Please contact us directly at the time of entry for details.

Due date for full payment of the examination fees into the ISCT bank account: Friday 1 February



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Date from which ISCT will upload the entries to Cambridge: **Friday 1 February.**

ASSESSED NEEDS

Parents or tutor schools with students who have particular professionally assessed needs must inform us directly via email **on application** and lodge supporting documents with us when submitting the exam entry form, in order for us to make the application to Cambridge. Assessments need to have been completed within the last 3 years. If medically or psychologically recommended accommodations (such as a separate exam venue) require additional personnel, an additional cost will be charged. This fee will be determined by the number of papers to be written. Please note: as our exam facilities are limited, we may not be able to support all access arrangements.

PAYMENT OF FEES

Failure to pay the entry fees timeously will prevent your entry from being submitted. If withdrawals and corrections are not communicated timeously, or entries are made after the above dates, each subject will incur the late penalty fee which is charged by Cambridge (see table overleaf). If you have any queries regarding the above or regarding codes and subject details when filling in the entry (Google) form, or total costs, please feel contact us via email.

Fees are payable on registration. Please forward proof of payment to cambridgeexams@isct.co.za using 'CIE exams + surname' as reference.

Please note that we do not have card payment facilities at ISCT.

Fees may be paid by EFT, payable to the "International School of Cape Town into the School's bank account at:

Bank	FNB
Acc no	62358057183
Account name	International School of Cape Town
Branch	Claremont
Branch Code	250655

TIMETABLE

You can access the relevant **Zone 3** exam timetable on the CIE website:

<https://www.cambridgeinternational.org/Images/513555-june-2019-timetable-zone-3.pdf>

Woodland Heights • Edinburgh Close • Wynberg • 7800 • Cape Town • South Africa • T +27 21 761 6202

Struben House • 31 Eden Road • Claremont • 7708 • Cape Town • South Africa • T +27 21 180 4240

W www.isct.co.za • E info@isct.co.za



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STATEMENTS OF ENTRY and AMENDMENTS TO ENTRY

A provisional statement of entry will be emailed to you for careful checking after 1 February. Please notify us via email of necessary amendments **immediately on receipt** of the statement of (cambridgeexams@isct.co.za). We cannot be held responsible for entry errors that should have been identified by you. Errors requiring amendment which are identified after 14 February will incur the late penalty fee by Cambridge so please inform us BEFORE that date.

FINAL STEPS ONCE YOUR ENTRY IS CONFIRMED

- Collect your final Statement of Entry from ISCT to check all details are correct
- Bring in a **certified copy of ID** or passport photograph, as each candidate must wear an identity tag to each exam.
- Consult your Statement of Entry for the exam rules and your individual timetable.
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GENERAL QUERIES ABOUT THE CAMBRIDGE CURRICULUM IN SOUTH AFRICA

We are unable to deal with individual detailed queries regarding the wider Cambridge curriculum via the telephone or email; however, we are aware that there is a need for such information. If you need a consultation concerning wider issues of subject choice, matriculation exemption or matters relating to the curriculum, ISCT, subject to demand, may hold an annual Information session for private candidates, usually in the 1st term. Please communicate your interest in this via email.

Please follow this link for a brief video about what to expect on the exam day:

<http://www.cie.org.uk/cambridge-for/learners-and-parents/exams-and-certificates/regulations/>

Ernest Manhenga
Examinations Officer
e.manhenga@isct.co.za

Katherine Bennet
Director of Studies
k.bennet@isct.co.za

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