

MEMORANDUM

TO: All Students/Teachers, Pre-University School
FROM: Ronald Robinson PhD, Executive Director, Pre-University School
RE: ENTRIES FOR MAY/JUNE EXAMINATIONS
DATE: November 13, 2020

This serves to inform **ALL STUDENTS** that entries for the May/June 2021 CXC external examinations are now officially open. Please note that there are two categories of registration of students for examinations, who are students under the Integrated Sixth Form Program, ISFP and non ISFP students.

The following are the protocols governing registration for the two categories:

Integrated Sixth Form Program.

Students doing CAPE subjects will receive a subsidy for examinations from the Ministry of Education covering the cost for 1 compulsory subject (Communication Studies or Caribbean Studies) and 2 other unit 1 CAPE subjects.

Students doing CSEC will receive a subsidy for examination from the Ministry of Education covering the cost of 1 CSEC subject.

All students receiving a subsidy under this program will be required to complete a **Subsidy Form** along with the other **Entry Forms** sent to you.

Students registered for subjects in excess of the 1 compulsory subject and 2 CAPE Unit 1 subjects will be required to pay the examination fees for the additional subjects as they are not covered under the examination subsidy.

Non-Integrated Sixth Form Program.

Students not registered under the Integrated Sixth Form Program are required to pay the examination fees as listed below:

*(Please note that the examination fee schedules have been printed to the back of the **Entry Form**).*
Students must enter their previous candidate number on the exam entry form (CSEC or CAPE).

May/June 2021 examination fees are as follows

- **CSEC**

CSEC – Candidate Fee \$4,670.00
CSEC – Subject Fee\$3,805.00/per subject

- **CAPE**

CAPE – Candidate Fee\$4,810.00
CAPE – Subject Fees\$5,725.00/per unit

- **Administration Fee**

\$2,500.00/per entry form

Procedure:

1. **Integrated Sixth Form Students** must complete "**Entry Form**" and **Subsidy Form**.
2. **Non-Integrated Sixth Form Students** must complete the **Entry Form** and pay the relevant examination fees at any National Commercial Bank **Ac # 401000569**.
3. Return the completed **Entry Forms and Subsidy Forms along with copies of the bank vouchers or proof of payment** to the Pre-University Office, by the stipulated deadline for respective examining bodies.
4. Take along all paid tuition vouchers.
5. Students on a payment plan must submit an authorization slip along with their exam entry forms.
6. All forms must be submitted between the hours of 10am-3pm, Monday - Friday to the main office, Taylor Hall to only Ms. Collie/ Ms. James /Mrs. Henry (**ONLY**). **No entry forms will be collected outside the stipulated days and time.**

DEADLINE FOR SUBMISSION OF ENTRIES

- CSEC AND CAPE MAY/JUNE 2021 EXAMINATIONS – **FRIDAY NOVEMBER 27, 2020**

NO STUDENT WILL BE ENTERED FOR EXAMINATION/S UNLESS THE EXAMINATION ENTRY FORM IS CORRECTLY COMPLETED AND SUBMITTED TO THE OFFICE ALONG WITH THE PAYMENT VOUCHER OR SUBSIDY FORM.

EXAMINATION FEES MUST BE CALCULATED CORRECTLY AS THERE WILL BE NO REFUND ON OVERPAYMENT OF FEES.

STUDENTS MUST SIGN A REGISTER THAT ALL INFORMATION SUBMITTED HAS BEEN CHECKED AND IS CORRECT.

INCORRECT INFORMATION SUBMITTED ON EXAMINATION ENTRY FORMS THAT HAS ALREADY BEEN SENT TO THE OVERSEAS EXAMINATION OFFICE WILL ATTRACT AN AMENDMENT FEE THAT MUST BE PAID BY THE STUDENT/PARENT/GAURDIAN.

STUDENTS MUST CHECK ACURRACY OF EXAMINATION ENTRY DATA NO LATER THAN FRIDAY DECEMBER 07,2020

STUDENTS WHO DO NOT CHECK EXAMINATION ENTRY DATA FOR CORRECTNESS OF DATA BY DECEMBER 02,2020 MUST PAY FOR ANY AMENDMENT/S DONE TO SAID ENTRY AFTER DATA HAS BEEN SUBMITTED TO THE OVERSEAS EXAMINATION OFFICE.

ALL EXAMINATION ENTRY FORMS RECEIVED AFTER NOVEMBER 27, 2020 WILL ATTRACT A LATE FEE, AS OUTLINED BY THE OVERSEAS EXAMINATIONS COUNCIL.

THE PRE-UNIVERSITY SCHOOL WILL NOT BE LIABLE FOR THE NON- SUBMISSION OF ENTRY FORMS, INCORRECT INFORMATION SUBMITTED AND THE NON- ENTRY OF INDIVIDUALS DUE TO STUDENT/PARENT ERROR, TARDINESS OR NEGLIGENCE.

STUDENTS NOT IN GOOD FINANCIAL STANDING ON THEIR TUITION FEES WILL NOT BE ALLOWED TO SUBMIT THEIR EXAMINATION ENTRY FORMS UNTIL THEIR FEES ARE UP TO DATE.

IF YOU HAVE ANY QUESTIONS PLEASE CALL OR COME TO THE MAIN OFFICE FOR CLARIFICATION.

PLEASE NOTE THAT ONLY STUDENTS WHO ARE IN GOOD FINANCIAL STANDING WILL BE ALLOWED TO REGISTER FOR EXAMINATIONS

Please clip and return to The Pre-University School office no later than November 20, 2020.

I _____ parent of _____ have read and understood the above memo.

Parent/Guardian Signature

Date

OFFICE USE ONLY

Date Received

Staff Signature