

**PRIVATE CANDIDATES FOR CAMBRIDGE INTERNATIONAL EXAMINATIONS (CIE)**  
**REGISTRATION FORM**  
 May/June xxxx

**CANDIDATE DETAILS:**

<b>LAST NAME</b>			
<b>FIRST NAME(S)</b>			
<b>GENDER</b>			
<b>DATE OF BIRTH</b>			
<b>TELEPHONE NUMBER</b>	<b>Home:</b>	<b>Cell:</b>	
<b>EMAIL ADDRESS</b>			
<b>CORRESPONDENCE ADDRESS</b>			
<b>UCI if known (12 digits followed by a letter)</b>			
<b>CANDIDATE NUMBER</b>			
<b>SPECIAL CIRCUMSTANCES</b>	Are you entitled to extra time allowance in examinations?    Yes    No    (Circle one) If yes, attach relevant paperwork to this form. Application for extra time must be made at time of registration to ensure additional time is granted.		

**EXAMINATION DETAILS:**

<b>SUBJECT</b>	<b>EXAMINATION BOARD</b>	<b>TIER (GCSE/IGCSE ONLY)</b>	<b>UNIT CODES (A Level) or SYLLABUS NUMBER and UNIT CODES (GCSE/IGCSE)</b>
<b>If A/AS Level, do you wish a code to be entered so that you obtain a final AS Level or A Level Grade?</b> Yes                      No                      (Circle one) <b>CODE:</b>			

### EXAMINATION PAPER CHOICES:

SUBJECT	PAPER CHOICE

Signature..... Date.....  
(Parent/Guardian, if Candidate is under 18 years of age)

#### NOTES

Contact information is extremely important. Messages can be quickly sent to you via email, but your mailing address is needed to receive the Statement of Entry, instructions for examination days, and to receive the final grades and CIE Certificate. Please make sure you keep all correspondence from NAMED SCHOOL in a safe place.

The UCI (Unique Candidate Identifier) is given to all candidates, and consists of 12 digits and a letter. This is originally given to a candidate that is taking IGCSEs or A Levels for the first time. If you have already sat examinations at another centre, you will have a UCI attached to your name. You need to inform us of the UCI so that we can continue to make your examination entries under that number. This will allow CIE to put all of your marks together.

If you have not sat CIE examinations before, you will not have a Candidate Number. That will be assigned to you, and you will see it on your Statement of Entry, along with our school's Centre Number. Each examination that you sit will require your unique Candidate Number, as well as the Centre Number. So make sure you know your numbers!

If, due to special circumstances, you have previously been given additional time to complete examinations, you must inform NAMED SCHOOL at the time of registration. Supporting documentation for additional time allowances is also expected at this time.

As NAMED SCHOOL is a CIE Centre in the USA, the only examination board that should be entered is Cambridge (CIE). If you are doing examinations using another board's syllabus (e.g. Edexcel, OCR, AQA), NAMED SCHOOL cannot take your registration form.

Some examinations have a Core or Extended Tier at IGCSE level. If there is a choice of Tier for a particular subject, please indicate whether you are taking Core or Extended IGCSE papers. This choice must also coincide with the Paper choices that you indicate you are taking in the Examination Paper Choices box.

Unit codes for each syllabus that you are sitting are found in each syllabus, along with the course name. Please check the code carefully before entering it into the form, as many of the unit codes are similar. NAMED SCHOOL cannot be held responsible for mistakes made on the registration form.

To ensure each candidate receives the correct Papers that he or she has studied for, please clearly indicate all paper choices for each subject. For example, Biology 0610 : Paper 1, 3 and 6

### **Information for Private Candidates taking Cambridge International Examinations (CIE)**

- NAME OF HIGH SCHOOL is pleased to enter private candidates for CIE examinations, even if it is not a subject that is currently being taught at the school.
- Practical examinations cannot be provided by the school, so candidates should only enter for examinations that have an alternative to practical examinations as an option for assessment.
- Coursework cannot be moderated for private candidates, so candidates should only enter for examinations that have an alternative to coursework as an option for assessment.

If you are interested in sitting for a CIE examination at NAMED SCHOOL, please complete the registration form. Please ensure that you have accurately completed the subject name, unit codes for the syllabus, and the papers that you intend to sit (choices include Core, Extended, Alternative to Practical, Alternative to Coursework). If you already sat for CIE examinations in the past, please make sure the Centre Number and Candidate Number are included.

To avoid delays with your registration, please carefully check that you have the correct information by looking at each subject syllabus (for the year that you will be sitting the examinations) at the Cambridge International Examinations website [www.cie.org.uk](http://www.cie.org.uk). The website is also useful for checking the dates of the examinations, including whether the session is in the morning or afternoon. For CIE examinations taken at NAMED SCHOOL, the timetable is in ZONE 2.

Once the registration form is completed, calculate the total payment as follows:

Per IGCSE examination subject \$xxx

Per AS Level examination subject \$xxx

Per A2 Level examination subject \$xxx

The deadline date for the registration form and full payment for private candidates to sit May/June xxxx examinations is January 28<sup>th</sup>, xxxx.

Please send the completed form and full payment to:

AICE Program Coordinator  
NAMED SCHOOL ADDRESS

When your registration and payment is processed, a Statement of Entry will be mailed to your mailing address, or sent to your email address. For your convenience, your individual examination timetable will also be included. Please check over the Statement of Entry carefully for any errors – notify the AICE Program Coordinator as soon as possible to resolve any issues. IF there are two examinations timetabled for the same time on the same day, you will take one examination after the other, with a short break between examinations.

Please note that for all your examinations taken at NAMED SCHOOL, you must bring your Statement of Entry and photo identification (passport/driver's license) to present to the invigilator.