



**ST CHARLES COLLEGE**  
S O U T H A F R I C A



**Cambridge Assessment  
International Education**

**Cambridge International School**

### **External Candidates Writing CAI Examinations at St Charles College**

All interactions with St Charles College, in regards to examinations, must be done via email. For external students, St Charles College is an **EXAM CENTRE ONLY**.

At no time do we provide any tutoring, textbooks, subject syllabi, setting or marking of papers.

CAI website can answer 90% of your questions - <https://www.cambridgeinternational.org/>

This site is very helpful – offering things such as past papers, current year’s syllabus (and thus codes) and resource material (Filter by Cambridge Endorsed) to list but a few!

IGCSE - <https://www.cambridgeinternational.org/programmes-and-qualifications/cambridge-upper-secondary/cambridge-igcse/>

AS/A Level - <https://www.cambridgeinternational.org/programmes-and-qualifications/cambridge-advanced/cambridge-international-as-and-a-levels/>

### **Guide to CAI Exam Registration Process**

1. Download a registration form and a fees list.
2. Fill in the Registration form with **all** your appropriate details.
  - a. You will not have an Examination number if it is your **first** attempt at writing CIE examinations
  - b. You need to **clearly state the syllabus code** and **which** Paper/s are being written. (These can be found in the subject syllabus)
  - c. You need to enter the costs of the syllabus and include practical costs if necessary
3. Attach a clear copy of the students photographic identification document. The original will be used as identification in the exams (drivers license, ID book/card, passport, student card, original birth certificates, etc)
4. Scan and Email the documents to [operations@scc.co.za](mailto:operations@scc.co.za)
5. St Charles College will do a preliminary entry with CIE and you will be sent this “Unsubmitted” entry to check and confirm all details are correct.

6. Once confirmed and signed, you will need to **deposit the full amount** for the exam fees into the St Charles College bank account (before close of registration).
- a. **Banking Details:**
- FNB
- Midlands Liberty Mall
- Branch Code: 257355
- Acc No.: 50941101574
- b. Use the **Candidates name** followed by their **Candidate number** as the reference.  
Eg: *J. Bloggs 1234*.
- c. The proof of deposit is to be emailed to [operations@scc.co.za](mailto:operations@scc.co.za) and [payments@scc.co.za](mailto:payments@scc.co.za)
7. We will **then** submit your Registration form. After the closing date of entries and you will be sent a Final confirmation of submitted entries about a week thereafter.

### **Guide to CIE Examination Day**

**Exam Venue Location: External Candidates write in Exam Room 3 on the main school campus.**

- Exam room 3 in upstairs in the Assessment Centre.
  - The waiting area is outside the Junior Boarding – there is a grassed area and paved area with seating.

### **Exam Times:**

- AM sessions **start** at 10h00.
- PM session **start** at 14h00.

**Pupils are required to be seated 20 minutes prior to the exam starting time**

- AM **Practical lab** exams start at 09h00, candidates to be at Reception at 08h30.
- PM **Practical lab** exams start at 13h00, candidates to be at Reception at 12.30pm
- **There are possible exceptions to the starting time because of large numbers and the possibility of more than 1 sitting. Exceptions will be communicated to you individually.**

### **The Exam room:**

- External candidates require photographic identification with them at **EACH AND EVERY EXAM – you will not be permitted to write your exam without your ID.**
- **NO FOOD OR DRINK MAY BE IN THE EXAM VENUE**
- **PLEASE** ensure you have stationary necessary to do the exam – no stationery is supplied or can be borrowed or lent during the exam.

**Suggested stationery to bring with you:**

:2 x blue pens

:2 x sharpened pencils

:1 x sharpener

:1 x eraser

:1 x 30cm ruler

:1 x Calculator (if subject required – *cover is not permitted*)

: clear bag/sleeve to carry it all in (*No pencil cases are allowed*)

**Guide to CIE Exam and Results time frame**

- Results for the Oct/Nov exams are release by the third week of **January**
- Registration for the mid-year exams is finalized early **February**
- The certificates from the Oct/Nov exams arrive about the end of **April**
- Mid-year exams are written in **May/June**
- Results are released about mid **August**
- Close of registration for year-end exams is early in **August**
- The certificates from the May/Jun exams arrive about the end of **October**
- End of year exams are written in **October/November**
- Results for the Oct/Nov exams are release by the third week of **January**

*#Certificates are kept in the Reception building – they need to be collected and signed for*