



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
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 and 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 CAI 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.**
- Bring a printout of your **CIE Direct Electronic Statement of Entry** to prove that you are writing examinations at St Charles College.
- **NO FOOD OR DRINK MAY BE IN THE EXAM VENUE**
- **PLEASE** ensure you have stationery 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 CAI 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**

Guide to CAI Certificate collection

- Email Glenda Frangs gfrangs@scc.co.za regarding certificate collection
- When collecting certificates, bring your identity document
- If you would like someone else to collect your certificate, please email a letter of consent giving the person's full name and ID number

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