



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

 **CAMBRIDGE**
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

- Limited parking is available at the Basketball Parking (SK Arena).
- If you are being dropped off by a parent, the drop-off zone is at **Gate 3** at the second turning circle.
- After entering **Gate 3**, a grassed **waiting area** to the left is available for private candidates to wait to be called for the examination.
- Please make sure you are at the **waiting area** at least 30 minutes before the starting time for the exam.

Please note that no smoking is permitted on the school premises.

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

- Exam room 3 in upstairs in the Assessment Centre.

Key Times

- Each centre taking our exams is given specific Key Times based on their country and location. Your **Key Time is when all candidates taking timetabled exams must be either in an exam or under Full Centre Supervision.**
- St Charles College is in administrative ZONE 3.

Local Key Times for Centre ZA179

Morning session Key Time	Afternoon session Key Time
11:00	15:00

Exam Times:

- AM sessions **start** at 10h00.
 - This ensures all pupils are in the exam room at the 11am Key Time.
- PM session **are held between** 13h00 and 15:00.
 - **Afternoon exams will finish at the Key time of 15:00**
 - This means that a 2-hour exam will start at 13:00 but a 1-hour exam at 14:00, so that the finishing time is 15:00.

Pupils are required to be seated **30 minutes** prior to the exam starting time

- AM **Practical lab** exams start at 10h00, candidates to be at Reception at *09h30*.
- 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.
- You are **ONLY** allowed to bring a clear stationery bag/folder into the venue with Your ID, CIE Entry and Stationery.
- You will pass through a **Metal Detector** when entering the Exam Centre. Please note metal objects like calculators, maths instruments, car keys etc. must be in your clear exam folder.
- **PLEASE** ensure you have the stationery necessary to do the exam – no stationery is supplied or can be borrowed or lent during the exam.

- Unauthorized Materials
 - **NO** food or drink may be in the exam venue
 - **NO** watches of any kind allowed into the venue.
 - **NO** bags, **phones**.
 - **NO** electronic devices
 - **NO** Closed containers, e.g. Mathematic Set tins/ Glasses Cases

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 Casper Ngobeni cngobeni@scc.co.za and Stewart Bradford operations@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 High School Administration building – they need to be collected and signed for