

Terms and Conditions (B2C)

Examination Subjects:

We offer as many of the Cambridge examinations as possible to private candidates in South Africa. However, some exams require special facilities of accredited examiners that the British Council cannot provide.

We regret that among the commonly requested subjects we are not able to offer **agricultural science, computer science, music, art & design, syllabus with coursework components, syllabus with practical components etc. to private candidates.**

Closing Dates:

The closing date for early entries for May/June 2021 Cambridge exams is **15th February 2021** for Private candidates. Late entries will be accepted after the closing date on payment of a penalty fee. Late registration is not advisable due to late delivery of statement of entries and the possibility of missing some practical aspect of some papers.

- 03 February – 15 February *normal entries*
- 16 February – 12 April *late entries*

Fair collection notice:

The British Council will use the information that you are providing for the administration of your examinations. We shall pass this information on to Cambridge Assessment International Education (CAIE) who will also need it in connection with the examinations.

Registration Process:

You can now register for your Cambridge International Examinations via online from this May/June session. Please register via our online portal at <https://schoolexams.britishcouncil.org>

Private candidates who undertake their exams in Johannesburg, should choose “Johannesburg” as their district for sitting the exams when registering. Private candidates who undertake their exams in Cape Town, should choose “Cape Town” as their district for sitting the exams when registering.

British Council will contact you should we require any supporting documents for your registration. Please be sure to upload all required documentation.

Clashes:

Private candidates registering with more than one centre do so at their own discretion. British Council will readily assist with accommodating any clashes which are within their capacity to do so. British Council will not be liable for finalising all arrangements and accepting all costs in these incidences.

Payment options:

Pay Online:

We accept Visa and Mastercard credit and Debit cards only for payment. You will be directed to a secure payment page.

Please note that our payment portal will only be available from 4 February 2021. However, this should not prevent you from completing your online application

Payment in full must be received by the registration deadline of **15 February 2021**.

If you have submitted your online application and full payment and haven't received a confirmation message after two working days, please contact us at ssa.enquiries@britishcouncil.org or +27 (0)11 560 9300.

Statement of Entry:

Candidates can expect to receive their Statement of Entry from British Council within **3 weeks** after the end of registration. Please contact British Council after 3 weeks, should you still not be in receipt of your statement of entry.

Special Arrangements:

Candidates who have permanent disabilities or who suffer from medical condition which affect performance at the time of the examinations can apply in advance of the examination to CAIE for a Special Arrangement to be made to allow the candidate to gain access to the examination.

The Special Arrangements that can be put in place for a candidate include:

- An extra time allowance.
- The provision of specially adapted question papers
- Assistance with reading or writing.
- You are required to submit requests for Special Arrangements by the following dates:

May / June (21st January for Braille/Modified papers)

Other requirements to be submitted by the 21st February

Sitting the Exams:

Your statement of entry will reach you within 3 weeks after the end of the registration period and will include all information relating to your exam schedule including the dates, times and place of your examinations. British Council may host exams at more than one venue and we request that you refer to your exam schedule for this information. Please report to the examination venue 1 hour before the start of the exams to complete the registration and Covid-19 screening process. On exam day, all candidates are required to bring with them their Statement of Entry, required stationery to write exams (pen, pencil, rubber, sharpener) as well as original identification to be allowed to sit their exam.

Receiving Results:

Results are sent through the British Council. For May / June examinations, results are released in the mid-week of August and for November examinations in the mid-week of January. Certificates are issued after statements of results are released and any errors should be notified by the following dates:

- 30th August for the May / June examination session
- 31st January for the October / November examination session

Candidates are to contact the British Council for their statement of result and certificates sent to them by the Cambridge Assessment International Education (CAIE).

Enquiry of Results:

An enquiry about examination results is a review of the marking of a candidate's examination script(s) or assignment(s). CAIE offers a number of enquiries about examination results services, for which an administrative fee is charged. CAIE will issue a credit for the fee if a result is changed following the enquiry about examination results. CAIE will not consider any request for enquiries about examination results from individual candidates or their parents.

Candidates are required to submit request for Enquires about Results by the following dates:

- May /June timetabled assessment – 30th September
- October / November timetabled assessments – 21st February.

Certification:

Certificates will be released on:

- May / June timetabled session – late September
- October / November timetabled sessions – late February

Refund/Cancellation:

- Under no circumstance will a candidate be allowed to submit exam entries on credit
- Candidates may cancel their registration and claim a refund if they notify the exams services before the BC advertised deadline for registrations for the CAIE exams. Exams Services will charge an administrative fee of **25%** of the CAIE Exams fee for the cancellation.
- Candidates who want to cancel their registration after the advertised deadline for registration and before the exams date may only receive a refund if they can satisfy the Examinations Officer that their ability to sit the test has been affected by illness or serious cause. Serious causes include:
 1. Serious Illness – e.g. hospital admission or serious injury (does not include minor illness such as a mild cold, headache)
 2. Loss or bereavement – death of close family member
 3. Hardship/trauma – victim of crime, victim of a traffic accident
 4. Military service

Candidates who wish to apply for a refund should submit a written letter signed and addressed to the Examination Department and attach a copy of their receipt. The letter should contain their bank details and proof of their bank details. (Photocopy of cheque, etc.)

Where a candidate makes a no-show without valid reason(s) example sudden sickness, accident, etc. for which there is an acceptable proof there will be no refund where the fee has already been paid or waiver of the fee where this is yet to be paid by the board.

Child Protection Policy:

The British Council believes that all children have potential and that every child matters – everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989.

Declaration

- I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete.
- I recognise that I am liable to pay fees for any entry amendment made after the British Council entry deadline.
- I understand that I shall be allowed to sit only for those subjects and papers for which I have entered on this form.
- I also understand that the British Council is not responsible for resolving any clashed papers between/of two different boards.
- I understand my obligation to report for any morning or afternoon examination paper at least 30 minutes before the scheduled examination start time as is required by British Council administrative arrangements.

By submitting this application for examination entries I agree to comply in full with all of the UK awarding body regulations for the above Cambridge examination(s) and with all of the

arrangements made by the British Council being the Overseas Authority on behalf of the UK examining board. I understand that any failure on my part to comply with the relevant examination regulations will be treated as malpractice and could potentially lead to my disqualification from the examination(s) in question.

Disclaimer

The British Council and the examining boards take all reasonable steps to provide continuity of service. We are sure you will understand that we cannot be held responsible for any interruptions caused by circumstances beyond our control.

If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or retesting at a later date.

Neither British Council nor Cambridge Assessment International Education can be held responsible for any loss or damage or injury or death caused to any candidate at the examination venue during examination due to any act of terrorism or otherwise.

Please find out more information on CAIE via www.cie.org.uk
