

Dear student

INVITATION TO IGCSE EXAMINATION: MAY/JUNE 2011 SESSION

IMPORTANT INFORMATION

The attached information contain important information about the upcoming exam session, including the most important dates, your Exam Entry Form. Please read all accompanying documents carefully to ensure that you do not miss anything.

IMPORTANT DATES

Here are the most important dates for the 2011 IGCSE exam session:

- 15 February 2011: Exam Registrations Close
- 21 February 2011: Damelin has to submit all registrations to Cambridge
- 28 February 2011: Last day for payment of exam fees
- 9 May to 10 June 2011 : IGCSE Exam Session

IMPORTANT CHANGES

For this exam session, we have made some important changes to our registration and communication processes:

1. **Email communication.** From 2010, we will use email as the **only** means of sending Statements of Entry to students. Fax machines and the postal service are not 100% reliable, and we've had numerous instances where students did not receive their Statements of Entry when it was either faxed or posted. So please ensure that you have a **valid and active email** address.
2. **Payment of exam fees.** From 2010, you will have to pay your exam fees **before** the exam session starts. In the past, students could pay their exam fees up to the date the results were issued. However, the college will no longer grant exam fees on credit. So please ensure that you pay your exam fees by 28 February 2011, otherwise you will not be registered to write the exams. If you have a credit balance with the college, your fees may be offset against the credit balance.

Please read the information contained in the accompanying documents carefully, and send us your Exam Entry Form as soon as possible to secure your exam seat.

We wish you all the best with your studies and your exams in 2011.

Yours sincerely



Santi van Schalkwyk
Principal
Damelin Correspondence College

IMPORTANT INFORMATION

Before you register for your Cambridge exams, please read the following information.

GENERAL

- Please follow the easy steps on the Exam Entry Form to register for the exams you want to write.

EXAM AREAS

- You have to write at one of the exam centres provided by the College. Venues are subject to change or cancellation. The College reserves the right to re-route students, should we encounter venue problems. The venue at which you will be writing will be confirmed in the confirmation letter that will be issued to you.
- We will try to find a venue as close as possible to your home address, but it is not always possible to accommodate all students. Therefore, you may be required to travel to another town close to you.

EXAM FEES

- An exam fee of **R1265** per subject is payable on registration.
- Please submit your proof of payment with your Exam Entry Form.
- If you do not supply us with proof of payment by **28 February 2011**, you will not be registered to write the exams. Please note that the college will no longer offer exam fees on credit.

CONFIRMATION OF EXAM REGISTRATION

- Once we have processed your Exam Entry Form and we have received confirmation of your payment, we will submit your details to Cambridge. Cambridge will then send us a Statement of Entry for you.
- Your Statement of Entry will be sent to you about 30 days before the start of the exam session. Please contact the college if you have not received your Statement of Entry about 2 weeks before the exam session.
- Please remember that you have to take your Statement of Entry with you to each of the exams that you will write. Without your Statement of Entry, you will not be allowed to write.

PLEASE NOTE: Your Statement of Entry will be **emailed** to you. The college has had major issues in previous exam sessions with students' exam confirmation letters getting lost in the mail, which meant that some students never received confirmation of their registration. Therefore, we have decided that from 2010, all Statements of Entry will be sent via email only. So please ensure that you provide a valid and active email address on your Exam Entry Form.

CANCELLATIONS

If you want to cancel any of the exams for which you are registered, you have to do so in writing no later than **14 days** after the exam registration closing date, or the exam fee will be forfeited.

IGCSE EXAM ENTRY FORM

PLEASE NOTE: THIS IS NOT YOUR EXAMINATION CONFIRMATION

To be registered to write the exam(s), this form must reach the College by the exam entry closing date.

FAX THIS FORM TO THE EXAMINATION OFFICE ON

0866 180 724/0867 344 239

Please do not fax other correspondence to the above number.

STEP 1: CONFIRM YOUR DETAILS

First Name: _____ Initials _____ Surname _____

Student No: _____ Mr Ms Mrs Miss Other: _____

Postal Address: _____

City/Town: _____ Code: _____ Country: _____

Office Hours Telephone No: (____) _____ Fax No: (____) _____

After Hours Telephone No: (____) _____ Mobile phone no: _____

ID Number: _____

Email address: _____ Alternate email address: _____

PLEASE NOTE: Your Statement of Entry will be sent to you via email only. So please ensure that you give a valid email address above. Please take your Statement of Entry with you when you go to write exams.

STEP 2: CHOOSE YOUR SUBJECTS

Please choose the subjects you want to write in the May/June 2011 exam session. Please refer to the timetable for specific dates and times.

Note: Morning sessions start at 9.00 a.m.

Afternoon sessions start time 2.00 p.m.

SYLABUS	COMPONENTS	SYLABUS CODE	You must CIRCLE the option you intend to write	COMPONENTS WITHIN OPTIONS
AFRIKAANS AS A SECOND LANGUAGE (NOT OFFERED MAY/JUNE SESSION)	1. Reading & Writing (Core, Extended)	0548	A	1,2: Core 1,2: Extended
	2. Listening (Core, Extended)		B	

ACCOUNTING	11 :Paper 11 21: Paper 21	0452	AX	11, 21
BIOLOGY	11: Multiple Choice (Core, Extended) 21: Core Theory 31: Extended Theory 61: Alternative to Practical (Core, Extended)	0610	GX CX	11,21,61: Core 11,31,61; Extended
BUSINESS STUDIES	11: Short Answer/Structured Response 21: Case Study	0450	AX	11, 21
DEVELOPMENT STUDIES (NOT OFFERED MAY/JUNE SESSION)	1. Paper 1 2. Paper 2	0453		1, 2,
FIRST LANGUAGE ENGLISH	11: Reading Passage (Core) 21: Reading Passage (Extended) 31. Directed Writing & Composition (Core and Extended)	0500	AR CR	11,31: Core 21,31: Extended
ENGLISH AS A SECOND LANGUAGE	11: Reading & Writing (Core) 21: Reading & writing (Extended) 31: Listening (Core) 41: Listening (Extended) 5: Oral Communication(Core, Extended)	0510	AX EX	11, 31,5: Core 21, 41,5: Extended
GEOGRAPHY	12: Paper 12 22: Paper 22 42: Alternative to Coursework	0460	BY	12,22,42
MATHEMATICS (WITHOUT COURSEWORK)	12: Paper 12(Core) 22: Paper 22(Extended) 32: Paper 32(Core) 42: Paper 42 (Extended)	0580	AY BY	12, 32: Core 22, 42: Extended

STEP 3: CHOOSE YOUR EXAM VENUE

Note: Venues are subject to change. You may not write an exam without a Statement of Entry as this is your confirmation from Cambridge that you have been entered to write the exam. You may not change venues once entered.

Please tick one box only.

Bramley	<input type="checkbox"/>
Cape Town	<input type="checkbox"/>
Durban-City	<input type="checkbox"/>
East London	<input type="checkbox"/>

Nelspruit	<input type="checkbox"/>
Pietermaritzburg	<input type="checkbox"/>
Pretoria	<input type="checkbox"/>
Port Elizabeth	<input type="checkbox"/>

George	
Kimberley	
Mafikeng	
Middelburg	

Randburg	
Welkom	

STEP 4: PAY YOUR EXAM FEES

After you have filled in the relevant sections on your Exam Entry Form, please pay your exam fees and keep a copy of your proof of payment. Exam fees are R1265 per subject. Please deposit your exam fees into the following account:

Bank: First National Bank

Branch: Cape Town

Branch Code: 204109

Account Number: 62097994018

Name of Account: ICG Exam Fees

Reference Number: Your student number (NB: It is **essential** that you use your student number as reference number, otherwise we won't be able to link your payment to you). Student number: _____

NOTE: • Exam Fees are not refundable and may be reviewed from time to time. • Your application will not be forwarded to Cambridge without payment of the exam fees in full upon application or if your student account is in arrears. • Late applications or changes are not guaranteed to be accepted; where accepted, students will automatically be charged the relevant Pounds Sterling late penalty fee.

STEP 5: FAX YOUR DOCUMENTATION TO US

Once you have paid your exam fees, please fax all 3 pages of this Exam Entry Form to us, plus your Proof of Payment, in order to secure your exam seat.

Important

- Please ensure you have completed this form in full and that it is received by the closing date for entries.
- Please contact the College before the closing date for entries to ensure your Exam Entry form has been received. Do not assume that it has been received. The College does not accept responsibility for applications not received.
- The Rand equivalent of the applicable *Late Entry/Amendment Penalty Fees* charged in Pounds Sterling by the CIE will automatically be charged to student accounts where entries are late or amended.
- You will be registered for an exam according to the information you provide on this form. Any changes are subject to late/amendment penalty fees. You may not be entered for an exam if you fail to circle the syllabus option you intend to write and/or fail to sign this application form.
- The timetables are not always finalised and available at the same time the Exam Entry form becomes available. If the timetable does not accompany this form, please contact the College to obtain a copy of the timetable.
- Once you are registered, the CIE will send us your exam Statement of Entry notification which we will forward to you. This is your exam entry confirmation. Please query non-receipt of this confirmation or any discrepancies contained in it with the College immediately.
- Your name and other details will appear on your final certificate(s) as indicated on your Statement of Entry, so please notify the College immediately if anything is incorrect. You will be required to pay a fee to change it once the Statement of Results and Certificate have been printed and there is a limited time in which you are allowed to do this.
- If you do not receive your Certificate(s), you must take it up with the College within 6 months of writing your exam(s). A time limit exists for the issuing/correcting of certificates.
- If you do not receive your Certificate(s), you must take it up with the College within 6 months of writing your exam(s). A time limit exists for the issuing/correcting of certificates.
- *Students may only write at the exam venue where they have been pre-registered to write with the CIE.* Strict rules apply to *exam center transfers* and students are required to contact the College for further information about this procedure. Applications for exam Centre transfers must be made on the specific form available from the College on request. Transfers to other centers in the UK and USA are not permitted.
- You must take your Statement of Entry and your Identity document (or acceptable official alternative) with you to the exam centre when you write. Without proof of exam registration and identity you may be refused access to write your exam.
- It is the responsibility of the student to ensure s/he is entered for the correct exam(s) in time.
- Please refer to the exam information letter for the rules, procedures and deadlines governing applications for *Special Arrangements* (e.g. for reason of disability) *Special Consideration* (e.g. due to illness). You must make your application on specific forms available from the College on request. Please contact a Student Advisor for assistance.
- Exam centers are subject to change/cancellation without notice. Students will receive notification of their venue address with their Statement of Entry.
- All entries, amendments, transfers and arrangements, etc. may *only* be made via the Examinations Office of Damelin Correspondence College. Please contact a Student Advisor for assistance.

