Dear student

INVITATION TO THE OCTOBER/NOVEMBER 2013 EXAMINATION: AS-LEVEL

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

IMPORTANT GENERAL INFORMATION
Below is important general information regarding the College’s communication and exam fees:

1. Email communication: We are using email as the only means of sending Statements of Entry to students. Please ensure that you have a valid and active email address. All currently registered students should use their dcc.me email address. Refer to your orientation guide to register your dcc.me email address.

2. Payment of exam fees: Please attach your proof of payment for the exam fees with your exam entry form. Alternatively, you will be granted time up to 2 August 2013 to pay your exam fees. You need to fax your proof of payment to 086 676 9154 and clearly indicate your student number on the proof of payment. The College will no longer grant exam fees on credit. So please ensure that you pay your exam fees before 9 August 2013. 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 2013.

Yours sincerely

Ms M Grewe
Examinations Manager
IMPORTANT INFORMATION

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

IMPORTANT DATES
Here are the most important dates for the October/November 2013 AS-level exam session:

<table>
<thead>
<tr>
<th>AS-LEVEL OCTOBER/NOVEMBER 2013 EXAMS</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>October/November 2013 AS-level examination</td>
<td>8 October – 23 November 2013</td>
</tr>
<tr>
<td>Exam Registration starts</td>
<td>1 July 2013</td>
</tr>
<tr>
<td>Exam Registration closing date</td>
<td>26 July 2013</td>
</tr>
<tr>
<td>Exam Registration forms submitted to Cambridge by the College</td>
<td>2 August 2013</td>
</tr>
<tr>
<td>You can provide proof of payment for exams until</td>
<td>2 August 2013</td>
</tr>
<tr>
<td>Statement of Entries will be emailed</td>
<td>During the month of September</td>
</tr>
<tr>
<td>Provisional exam results are released (via email)</td>
<td>31 January 2014</td>
</tr>
</tbody>
</table>

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 **R990** per subject is payable on registration.
• Please submit your proof of payment with your Exam Entry Form, alternatively by no later than 2 August 2013.

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 DAMELIN Correspondence College a Statement of Entry that will be forwarded to you.
• Your Statement of Entry will be emailed 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 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. So please ensure that you provide a valid and active email address on your Exam Entry Form. You can also activate your dcc.me email address to ensure that you receive all communication from the College. It is very easy to set up the dcc.me email address; refer to your orientation guide or contact the Call Centre on 0860 41 41 41.

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.
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 October/November 2013 exam session. Please refer to the timetable for specific dates and times.

Note: Morning sessions start at 10.00 a.m. Afternoon sessions start time 2.00 p.m.

<table>
<thead>
<tr>
<th>SYLABUS</th>
<th>COMPONENTS</th>
<th>SYLABUS CODE</th>
<th>You must CIRCLE the option you intend to write</th>
<th>COMPONENTS WITHIN OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>11: Multiple Choice (Core)</td>
<td>9706</td>
<td>SX</td>
<td>11, 21</td>
</tr>
<tr>
<td></td>
<td>21: Structured Questions (Core)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afrikaans Language</td>
<td>2: Reading &amp; Writing</td>
<td>8679</td>
<td>SA</td>
<td>2, 3</td>
</tr>
<tr>
<td></td>
<td>3: Essay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Studies</td>
<td>11: Short Answer/Easy</td>
<td>9707</td>
<td>SX</td>
<td>11, 21</td>
</tr>
<tr>
<td></td>
<td>21: Data Response</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>11: Multiple Choice (Core)</td>
<td>9708</td>
<td>SX</td>
<td>11, 21</td>
</tr>
<tr>
<td></td>
<td>21: Data Response &amp; Essay (Core)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Language</td>
<td>12: Passages for Comment</td>
<td>8693</td>
<td>AY</td>
<td>12, 22</td>
</tr>
<tr>
<td></td>
<td>22: Composition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature in English</td>
<td>32: Poetry and Prose</td>
<td>9695</td>
<td>SY</td>
<td>32, 42</td>
</tr>
<tr>
<td></td>
<td>42: Drama</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Geography**  12: Core Geography  9696  SY  12

**History**  31: Paper 31  9697  SC  31 only

**Mathematics**  12: Paper 12  9709  S4  12, 22

**STEP 3: CHOOSE YOUR EXAM VENUE**

**Note:** 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 choose your exam venue by ticking the box next to the venue in which you want to write.

*Please note that the following examination centres are *provisional* and are subject to change.*

<table>
<thead>
<tr>
<th>Bramley</th>
<th>Kimberley</th>
<th>Port Elizabeth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cape Town</td>
<td>Klerksdorp</td>
<td>Randburg</td>
</tr>
<tr>
<td>Durban</td>
<td>Middelburg</td>
<td>Rustenburg</td>
</tr>
<tr>
<td>East London</td>
<td>Pietermaritzburg</td>
<td>Welkom</td>
</tr>
<tr>
<td>George</td>
<td>Pretoria</td>
<td></td>
</tr>
</tbody>
</table>

**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 **R990** per subject. Please deposit your exam fees into the following account:

**Bank:**   First National Bank
**Branch:**  Johannesburg
**Branch Code:**  204109
**Account Number:**  62275014919
**Name of Account:**  Damelin Correspondence College (Pty) Ltd
**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.  * 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 5 pages of this document 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.
- Students may only write at the exam venue where they have been pre-registered to write with the CIE. Strict rules apply to exam centre 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 centres 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 centres 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.

Declaration by Student

I understand and accept the terms and conditions in respect of this application to sit for the October/November 2013 examinations as contained on this form and other documentation referred to herein and supplied from time to time by DAMELIN Correspondence College and the Cambridge AS Level Examinations. I also agree to adhere to the rules and procedures governing the examinations as determined by both DAMELIN Correspondence College and the Cambridge International Examinations.

I confirm that I want to register for a total of __________ exams at R990 per subject. I include proof of payment for the total of R____________ with this order.

_______________________________________  ____________________  ______________________
Signature of Student/Legal Guardian (if under 18)  Date  Student number

Note: Please ensure your student number is on all pages of this application.