

**OCTOBER 2005**

## **Enrolment Site – Improvement!**

We are pleased to announce another improvement to our enrolment site. In response to your suggestions, you can now print reports by subject, by option and/or by paper.

Thank you for all your suggestions! With your help we will continue improving the website!

## **Special Consideration**

Special Consideration is a small adjustment to the marks achieved by a candidate to make allowance for the fact that the candidate sat the examination under adverse conditions, affected by bereavement, illness, or other acceptable circumstance, as described in the Handbook for Centres.

Remember that Special Consideration should be requested within seven days from the last examination in the syllabus affected. You can find the form in the Administrative Guide, or you can download it from our website [www.essarp.org.ar](http://www.essarp.org.ar)

## **Amendments on the web**

As from this year all amendments should be made directly on our enrolment site. ESSARP will extract the information and forward these changes to CIE.

## **Pick up Schedule**

Could all centres included in the pick up schedule please send an e-mail to Francisco Raggio [fraggio@essarp.org.ar](mailto:fraggio@essarp.org.ar) stating the name of the person who will be responsible for handing over the envelopes? Thank you.

## **Use of dictionaries**

Simple translation dictionaries are permitted in all IGCSE examinations, except language examinations, or where specifically prohibited in the syllabus. The use of electronic dictionaries is not allowed.

## **Use of calculators**

Electronic calculators may be used in all examinations unless their use is specifically prohibited by the syllabus in question. Instruct your candidates according to the regulations contained in the Handbook for Centres (page 38). The school is responsible for checking calculators (especially programmable calculators) before each examination.

## **Silence during exams**

Remember that the school is responsible for ensuring that silence is maintained in the vicinity of the examination rooms. You must take every measure possible to avoid noise while an examination is in process, especially at break-time. This will help your students perform better!

## **Supervision Arrangements**

Meetings with Supervisors took place at ESSARP during September. You will soon be contacted by the Supervisor assigned to your school to arrange the details for this examination session: examination room(s), facilities available, number of invigilators required, etc.

Should you need to contact them before this, please send us an e-mail and we will provide you with their contact details!

### **Tip of the month – Security of all examinations materials**

ESSARP and CIE are extremely concerned about the security and storage of Question Papers, Scripts and all other examinations materials. Please remember that the school is responsible for providing a place of high security, ideally a strong safe, for the storage of all examinations materials. (See Handbook for Centres page 31).