

JULY 2006

Happy Winter Holidays!

Winter Holidays are here at last! We hope you have a happy holiday and a very good rest!

Remember that we will all have our hands full with enrolment, examinations, timetables, clashes, special arrangements, etc., when you come back!!!

Enrolment for ESOL Exams

You may start enrolling candidates for ESOL Examinations on our secure website as from Monday 24 July 2006.

ESOL Past Papers

We have purchased KET, PET, FCE, CAE and CPE Past Papers from ESOL - Cambridge. These will soon be available for consultation in our library.

ESOL Listening Window

In order to increase security, the listening test window for FCE, CAE and CPE has been reduced. You will notice this change when enrolling candidates for the next session.

ICE Candidates

There is no need to advise in advance that candidates plan to sit for ICE over two sittings. However, it is of the outmost importance that you remember to tick the ICE box when you enrol candidates for the second sitting, during which the candidates **complete** the diploma.

You must also tick the box if candidates take the 7 subjects in one sitting.

Early Materials Despatch

Some early materials have already been despatched to centres. Centres that have not yet received this material should be receiving it soon.

When you receive examination materials, please make sure that all confidential material is stored in a safe place. (For example: **the ESSARP safe**).

Enrolment Website – Useful Tips

- **Use of Excel spreadsheet:** Last year we received requests for Excel spreadsheet reports by subject. This feature is now ready and available for use. Among other things, you can check if candidates have been properly entered for ICE, AICE, etc.
- **Changes:** remember that you may make changes to candidates' entries up to 5.00 pm on 9 August 2006.

Steel Safes

We delivered steel safes, ("*en comodato*", free of charge), to most schools during February and March. If your Centre received a safe but has not yet signed and returned the "*Contrato de comodato*", please do so as soon as possible.

A new order of safes is being manufactured. We will contact the last remaining group of schools as soon as these are ready for distribution.

Banco Patagonia & Banco Galicia

Further to the successful trial with Banco de Galicia's "*Sistema de Cobranza*", we also opened a special Cash Management account with Banco Patagonia. Both systems identify the school making the deposit, thus eliminating the need to fax a copy of the deposit slips to ESSARP, (and the reconciliation problems that occur when the fax is illegible or is not sent).

Please be sure to let us know which bank you prefer to use so that we can send you the special deposit slips.

Important: Please note that schools may **not** make individual deposits per student. This is extremely expensive. The banks charge a minimum cost per deposit slip, and the administration and reconciliation of individual deposits is difficult and costly.

Tip of the month – If you make a mistake with a DNI number...

Contact us if you make a mistake in a candidate's DNI number when enrolling for examinations. We will make the correction for you within one working day.