

SEPTEMBER 2006

Storage of Question Papers

At the beginning of this year, ESSARP installed steel safes in all schools. This was done in order to respond to CIE requirements regarding the secure storage of question papers.

Question papers will now be delivered directly to schools. It is of utmost importance that they be locked up in the steel safe immediately.

We would also appreciate it if you could advise your Supervisor when any examination material arrives.

Scripts

After each examination, the Supervisor will store the envelopes with the scripts in the safe. These envelopes will then be picked up (only schools included in the pick up schedule) by the ESSARP transport, according to a pre-arranged schedule. The Head (or Examinations Co-ordinator) will have a key to the safe and will hand over the envelopes to the person authorised by ESSARP to pick them up.

Should you have any queries regarding this new system, please contact us at exams@essarp.org.ar

CIE Forms

If you wish to apply for Special Arrangements, a timetable deviation or Special Consideration, please remember that the corresponding form should be sent to ESSARP and not to CIE.

It is a CIE requirement that all communications be channelled through ESSARP without exception.

Attendance Registers for Art Exams

No need to worry if Attendance Registers have not arrived yet. You can always print a list of candidates from our enrolment system by selecting "Report by subject".

If there is no pick up scheduled for the time you take Art Examinations, please remember that you must bring the artwork to ESSARP as soon as possible after the examination is over.

Online Registration for Examinations Coordinators

ESSARP is aware of the importance of making everything more efficient for schools. For this reason, we have developed a new "*sistema de gestión*". With this new computerised system you can update your personal details, the details of your school and your teachers directly on our website.

Could all Examinations Coordinators please register on our website? This will ensure that in future information is sent to the correct person in the school!

Enrolment by subject for ESOL Exams

As from this year you may enroll your candidates for ESOL Examinations through "Enrolment by subject".

CIE Speaking Tests and Forecast Grades

Marks and samples for Speaking Tests must arrive at CIE on the date specified in the syllabus. The school is responsible for sending this material directly to Cambridge. Remember that ESSARP has a special arrangement with DHL by which ESSARP Schools receive a discount on the normal rates. Please consult us for details.

Teacher Support Website

If you have lost your password to access CIE's Teacher Support Website, enter the website main page, and click on "Forgotten your password?". CIE will re send you your password in just a few minutes.

Tip of the month – Delivery and pick up of exams

The person in charge of delivering and picking up exams from the school will always carry an identification tag from ESSARP. We would much appreciate your taking note of the pick-up schedule in order to avoid unnecessary delays.