

OCTOBER 2006

New Web Site

We are currently implementing a completely new Website in order to improve our support to schools. Under "Administración" (for example), you can download a number of forms that you will find useful during this exam session (Application for Special Consideration, Application for a Timetable Deviation, Supplementary Attendance Register, etc.) These forms are now posted on our web!

2007 Estimated Entries

Centres are required to record an estimate of the number of candidates that they expect to enter for the syllabus/option for each of the 2007 examination sessions. CIE appreciates that at this stage you will not be able to provide exact details; all they require is your best estimate. This spreadsheet can be downloaded from our website, and should be returned to CIE by 15 October.

Exams Clashes

If two CIE exams are scheduled for the same day at the same time, and you have students sitting for both papers, all you have to do is take one exam after the other, with a fifteen minutes break between exams. In these cases it is not necessary to request a written authorization from ESSARP.

CIE Oral Component

If MS1 forms do not arrive before the date scheduled for the oral exam, you may download a supplementary Mark Sheet from our website.

Practical Examinations

Please remember that for all practical examinations, such as Biology, Physics, Chemistry and Information Technology; the subject teacher **must** be present in the science or computer Lab during the examination.

Important dates for ESOL Enrolment

Final entry closing date: 6 October

1st Stage Penalty: 7 October to 20 October

2nd Stage Penalty: 21 October to 3 November

Make sure that you enrol your candidates before these dates!

ICE Candidates

CIE have asked us to remind you of the importance of checking the statements of entry very carefully. If your candidates will be completing the ICE Diploma in November 2006, the Statements of Entry should confirm this with the following text: "**Entry criteria for ICE fully met in this and available previous sessions**". If you don't see this message, but believe that they qualify for ICE, please verify that you have completed all the relevant information on our enrolment site and contact us immediately. It is of utmost importance that you should bring any irregularities related to ICE to our attention before the results are issued.

Changes in the starting time of exams

Any change in the starting time of the morning or afternoon session must be authorized by ESSARP. This can be requested by sending an e-mail to exams@essarp.org.ar stating the reason for the request. If the school does not hand the Supervisor a copy of this authorization, the exams will be held at the standard time scheduled by ESSARP for all centres.

Tip of the month – Delivery of exams

Reminder: Exams boxes are about to be delivered to all centres. Please store these exams in the steel safe **as soon as they arrive at school!** Please also inform your Supervisor when they arrive. Thank you for helping us to implement these new security measures.