

**JAMAICA PRIVATE**  
**Caribbean Examinations Council (CXC) - CSEC Examinations**  
May/June 2022 EXAMINATIONS  
**ADDITIONAL NOTICES TO CSEC CANDIDATES**

All candidates are encouraged to access “Guidelines for candidates” on the CXC website:  
**WWW.CXC.ORG**

***Please read this information sheet and keep for future reference***

The June sitting of the CXC-CSEC Examinations will be offered in the subjects shown on the table on the registration form.

**SUBMISSION OF ENTRY**

- Candidates must submit their completed Registration Form along with payment voucher or debit/credit card receipt, to the Overseas Examinations Commission (OEC). Payment can also be made at any Bill Express location island-wide. (Applicable Bill Express fees apply). Candidates must therefore submit their Bill Express Receipt when submitting the registration form. **The submission deadline for ALL May/June 2022 examinations is FRIDAY, NOVEMBER 26, 2021.**

**Candidates must hand in registration documents at the OEC, and return to check entry information at the date specified on page 2 of this form.**

Please read carefully the following information below:

**ALTERNATIVE PAPER TO THE SBA**

Private candidates registering for the Alternate to the SBA, in subjects where that is possible, are advised that, in each case, they will be required to sit Papers 1 and 2 **as well as Paper 3/2**, which is the Alternative Paper to the SBA. Candidates sitting **Biology, Chemistry & Physics** doing the Alternate Paper 3/2 will be required to do a **Laboratory Practical** at a Centre organized by the OEC. There is an associated cost as noted on the form.

**RESIT:**

If the candidate intends to **re-use or "carry forward"** SBA score(s), then they must indicate "RESIT" and give their May/June 2020/2021 registration number at Option 7 on the application form.

**Note:**

1. Sba scores can be carried across Principles of business, Principles of accounts and Economics
2. Sba scores can be carried across English Language and English Literature

**Example.**

**Option # 7: Previous Registration Number: 1000100000**

SUBJECTS	Tick	RESIT	ALT. (Paper 3/2)	1st	Repeat	Self-Tutored	School
Biology**	√	√			√	√	
Social Studies	√	√			√		√

**IMPORTANT NOTES:**

1. There is a cost to make changes to subjects after entries have been submitted to CXC.
2. **SBA scores can now be re-used twice for up to a maximum of 2 years immediately following the first sitting as of June 2020 exams.**
3. Syllabuses can be downloaded from [www.cxc.org](http://www.cxc.org).
4. An email address must be provided by **ALL** applicants registering for CXC examinations.

**SPANISH/FRENCH ORAL EXAMINATIONS**

Candidates who wish to register for Spanish/French are advised that the **oral examinations** will be held in **KINGSTON ONLY**, towards the end of April 2022, papers 1 & 2 will be written at the centre location assigned for the examinations. Please note that candidates will be called and advised of the actual dates for the **oral examinations**.

**PAPER 3/2 SEMINARS**

Candidates sitting **English A, Mathematics, Social Studies, Principles of Accounts, Principles of Business and Office Administration** may register for the alternate paper 3/2 seminar to be conducted by the OEC. Registration for the seminars is now open and will close on November 26, 2021 Registration Forms will be available at the Information Desk.

**BILL EXPRESS NUMBER 202011000**

**SPECIAL ASSESSMENT ARRANGEMENTS** Candidates requesting Special Assessment arrangements for **Extra Time and Reader/Writer assistance, etc. MUST submit an Assessment/Evaluation Report immediately upon registration. Please note that there is an applicable administrative fee of \$2,520.00 per candidate.**

**Deadline date for submission is:**

- **November 26, 2021 - For all requests**

***Special Assessment Arrangement Forms are available at the OEC***

**PERSONAL DATA AMENDMENT:**

**CANDIDATES WHO HAVE PERSONAL DATA ERROR ON THEIR PREVIOUS REGISTRATION ENTRY AND DID NOT HAVE IT CORRECTED, WILL HAVE THE ERROR RETURNING ON THE CURRENT REGISTRATION.**

**PLEASE NOTE THAT THE ERROR MUST BE CORRECTED AND THERE IS A COST FOR THIS AMENDMENT.**

**IDENTIFICATION**

Candidates must provide appropriate identification in order to be allowed to write examinations offered by the Overseas Examinations Commission. The acceptable forms of identification are: **Passport, Electoral I.D., Driver's Licence or School I.D (Please note that if using your School ID, school uniform must be worn to the examination).**

**TIMETABLES**

**EXAMINATIONS BEGIN ON MONDAY, May 2, 2022**

Please be aware that Timetables as well as Preliminary Results Slips are **sent by post** to private candidates. If you do not receive your **CSEC Timetable** through the postal service by **April 22, 2022**, you should visit or contact the Overseas Examinations Commission as a matter of urgency. You will still be able to write your examination(s) even if you did not receive your timetable through the post. The OEC will provide a **duplicate Timetable** confirming your registration details. You can visit the CXC's website through the **Student Portal: <http://ors.cxc.org/studentportal>** to confirm the date of the examination(s) for which you are registered.

**CHANGE OF ADDRESS**

Candidates who change their address after they have been registered should notify the OEC **in writing, immediately**, so that corrections can be made for the posting of timetables and preliminary result slips. An **Administrative Fee** of **\$2,520.00** will be charged for the change.

**WITHDRAWAL/REFUND**

Candidates should think carefully before registering for the examinations as entries are **not transferable** across sittings and **withdrawals/refunds** will only be entertained if the candidate applies within **14 days** after registration closes on November 26, 2021 and give a good reason why they are unable to sit the examination. **Refunds are only dealt with after all entry processes have been completed. Usually this process can take between 6-8 weeks.** Any request for a refund must be done **in writing** and the BNS voucher, OEC/Bill Express receipt must be submitted along with the written request. Additionally, a processing fee of **\$940.00** will be deducted.

***No administrative fee will be deducted where a refund results from an OEC error.***

Late requests for withdrawal/refund will not be processed by the OEC but will, instead, be forwarded to the Examining Body for its decision.

**CHECKING OF ENTRIES**

**The registration process is not complete until you have visited our office to check your examination entry.** Your examination entry will be done electronically for dispatch to CXC. In order to comply with examination regulations, you are required to visit the OEC on the dates stated below between the hours of **9:00 a.m. and 4:00 p.m.** to check your entry information and sign to verify the accuracy of your entry.

***\* If you fail to visit our office to check your examination details, you will be held responsible for the cost of any amendment(s) which may become necessary once entries are submitted to the CXC. Please note that you may ask someone to do the checking for you, if you are unable to do so. Ensure that they have the full and correct information in order to verify that the data entered is accurate.***

**CHECKING OF ENTRY PERIOD:**

**December 8-9, 2021**

**For candidates in the following areas:**

***\*KINGSTON, ST. ANDREW and ST. CATHERINE – at OEC's main office located at 6 Manhattan Road, Kingston 5***

***\*ST. ANN, TRELAWNY, ST. JAMES, HANOVER & WESTMORELAND - at OEC's Western Office: located at 18 Queens Drive, Praise Concourse Plaza, Montego Bay, St. James***

**NB:** Candidates sitting examinations in locations outside of these stated areas will have their entries checked by the OEC LOCAL REGISTRAR

## JAMAICA PRIVATE Caribbean Examinations Council (CXC) – CSEC Examinations May/June 2022 ENTRY FORM FOR PRIVATE CANDIDATES

**PLEASE WRITE IN BLOCK CAPITALS**

**Candidate Details:**

1. **First Name:** \_\_\_\_\_ **Middle Name** \_\_\_\_\_  
**Last Name:** \_\_\_\_\_
2. **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ 3. **Gender: (Please tick ):** Male (  ) Female (  )  
DD / MM / YYYY
4. **Mailing Address** \_\_\_\_\_
5. **Parish:** \_\_\_\_\_
6. **Special Assessment Request** (  ) **Braille/Enlarged scripts** (  ) **Other – (specify)** \_\_\_\_\_  
Please tick () N/A deadline November 26, 2021
7. **Previous Registration No.:** 100 \_\_\_\_\_ (May/June 2020/2021 for Resit Candidates)
8. **Unique candidate number (UCN)** \_\_\_\_\_
9. **(Mandatory) E-Mail Address:** \_\_\_\_\_  
(e.g. johnsmith123@yahoo.com)
10. **Tel. Number (Work):** \_\_\_\_\_ - \_\_\_\_\_ **(Cell #)** \_\_\_\_\_ - \_\_\_\_\_ **(Flow)**  
**Tel. Number (Home):** \_\_\_\_\_ - \_\_\_\_\_ **(Cell #)** \_\_\_\_\_ - \_\_\_\_\_ **(Digicel)**

**11. SUBJECTS TO BE ENTERED:**

Indicate by a tick () the subject(s) for which you wish to be entered. Please ensure that you complete each column. Do not enter any subject(s) other than those listed in the Table below.

Subjects (Choose the subject required)	Tick ( <input checked="" type="checkbox"/> )	RESIT Carrying forward SBA Score ( <input checked="" type="checkbox"/> )	ALT. (Paper 3/2) No SBA Score ( <input checked="" type="checkbox"/> )	1 <sup>st</sup> First time sitting subject ( <input checked="" type="checkbox"/> )	Repeat Doing over Subject ( <input checked="" type="checkbox"/> )	Self- Tutored Studying on Own ( <input checked="" type="checkbox"/> )	School Attending School/ Private Classes ( <input checked="" type="checkbox"/> )
English B (Literature)							
Additional mathematics							
Caribbean History							
Economics							
Office Administration							
Principles of Accounts							
Principles of Business							
Social Studies							
Geography							
English A (Language)							
<b>Spanish*</b>		<b>N/A</b>	<b>N/A</b>				
<b>French *</b>		<b>N/A</b>	<b>N/A</b>				
<b>Electronic Document Preparation (EDPM)</b>							
Information Technology							
Biology							
Integrated Science							
Chemistry							
<b>Human &amp; Social Biology</b>		<b>N/A</b>					
Physics							
<b>Mathematics</b>							
<b>Total Subjects Entered</b>							

12. **Examination Fees to be Paid:**

**NOTE:** Calculations for the number of subjects and fees have already been done to assist you in your payment.

<b>EXAMINATION FEE STRUCTURE</b>						
<b>NB:</b> Candidates registering for <b>SPANISH</b> and the <b>SCIENCES</b> should <b>ADD</b> their <b>Oral Fee</b> and/or <b>PRACTICAL FEES</b> respectively, to get the <b>Total Amount Due</b> .						
<b>Fee Structure:</b>	<b>One (1) Subject</b>	<b>Two (2) Subjects</b>	<b>Three (3) Subjects</b>	<b>Four (4) Subjects</b>	<b>Five (5) Subjects</b>	<b>Six (6) Subjects</b>
Entry Fee	\$6,525.00	\$6,525.00	\$6,525.00	\$6,525.00	\$6,525.00	\$6,525.00
Subject Fee(s)	\$3,960.00	\$7,920.00	\$11,880.00	\$15,840.00	\$19,800.00	\$23,760.00
<b>Sub-Total</b>	<b>\$10,485.00</b>	<b>\$14,445.00</b>	<b>\$18,405.00</b>	<b>\$22,365.00</b>	<b>\$26,325.00</b>	<b>\$30,285.00</b>
EDPM LAB FEE ADD <b>\$2,730.00</b>						
Spanish /French Oral Fee ADD ( <b>\$1,750.00</b> )						
<b>ADD for:</b> <b>ALT Paper 3/2 Lab Practical Fee:</b> *Biology, Physics & Integrated Science <b>\$3,020.00</b> *Chemistry <b>\$3,625.00</b>						
<b>TOTAL AMOUNT DUE</b>						
<b>NOTE: FEES ARE SUBJECT TO REVIEW IN ACCORDANCE WITH CHANGES IN THE RATE OF FOREIGN EXCHANGE.</b>						

13. **Examination Centre Preferred Location:**

Select (tick ✓) the town/city most convenient for you to sit your examinations.

- |  |   |
|--|---|
| <input type="checkbox"/> Kingston & St. Andrew       | <input type="checkbox"/> Montego Bay, St. James       |
| <input type="checkbox"/> Greater Portmore            | <input type="checkbox"/> St. Ann's Bay, St. Ann       |
| <input type="checkbox"/> Cumberland Portmore         | <input type="checkbox"/> Port Maria, St. Mary         |
| <input type="checkbox"/> Spanish Town, St. Catherine | <input type="checkbox"/> Savanna-La-Mar, Westmoreland |
| <input type="checkbox"/> Bog Walk                    | <input type="checkbox"/> Morant Bay, St. Thomas       |
| <input type="checkbox"/> May Pen, Clarendon          | <input type="checkbox"/> Port Antonio, Portland       |
| <input type="checkbox"/> Mandeville, Manchester      | <input type="checkbox"/> Santa Cruz, St. Elizabeth    |

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THE AVAILABILITY OF A CENTRE IN THE AREA SELECTED IS DEPENDENT UPON THE NUMBER OF CANDIDATES REGISTERED TO SIT AN EXAM FOR THAT CENTRE. CANDIDATES SHOULD THEREFORE BE PREPARED TO SIT THE EXAMINATIONS IN ANOTHER LOCATION SHOULD THE NEED ARISE.**

**Important Note:**

The completed application form and payment voucher **MUST** be submitted to the **OEC** no later than **Friday, NOVEMBER 26, 2021**.

If the registration form is not returned to the OEC, the candidate will not be registered for the examination, even if payments have been made.

**BILL EXPRESS NUMBER 202011000**