

For office use: Candidate no:

Invoiced:

(lab or oral) Cambridge Direct:



— BRAMBLE HILL —
International School

APPLICATION FORM

Cambridge Oct/Nov 2024 Series

APPLICANT DETAILS:

Bramble Hill student	Yes <input type="checkbox"/> Candidate no. if written exams here before:
Private homeschool student	Yes <input type="checkbox"/> Candidate no. if written at Bramble before: If not written at Bramble before: Previous centre no: _____ Candidate no. _____
Surname	
Full name	
Date of birth (dd:mm:yyyy)	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Email	
Cell Phone	
ID/Passport number	
Emergency contact details / medical conditions	
Full name and Surname	
Cell phone	
Please list any medical conditions we should be aware of: 	
Parent/Guardian details	
Mother's full name and surname	
Cell phone	
Email	
Father's full name and surname	
Cell phone	
Email	
Guardian's full name and surname	
Cell phone	
Is English your home language?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Person responsible for payment of fees

Full name and Surname	
Cell Phone	
Email	

Educational centre details (if not Bramble Hill)

Educational centre name	
Contact person	
Email	

Please use the attached "**guidelines to making entries**" to complete the table below. If your subject is not on the list, email the school with the details of the subject.

exams@bramblehillinternationalschool.co.za ICT is the only subject we do not offer.

Other than *French, German and Spanish*, please **enquire** about other languages that require a speaking component.

SYLLABUS CODE	SYLLABUS NAME	OPTION CODE	COMPONENT CODE	RETAKE
<i>e.g., 0460</i>	<i>e.g., IGCSE Geography OR AS Geography OR A Level Geography</i>	<i>e.g., BY</i>	<i>e.g., 11, 12, 31</i>	<i>YES/NO</i>

REGISTRATION REGULATIONS

Teachers and Tutors **must** advise their Candidates before registration concerning subjects and option codes.

Bramble Hill administers the CAMBRIDGE examination and does not provide career information to Private Candidates or Home Scholars. It is the responsibility of the parents/tutor centres to provide the correct information to students regarding subject choices, matric certificates etc.

Bramble Hill International will NOT BE HELD RESPONSIBLE for incorrect option codes made by candidates or parents.

NB: ALL DOCUMENTS MUST BE EMAILED AS A PDF FILE.

Applicant's signature: _____

Parent's signature: _____

Date: _____

EXAM APPLICATION INSTRUCTIONS AND PROCEDURES

- All documentation from Bramble Hill will be via the Parent Portal on Scadsys. You will receive an email alerting you to the fact that a document has been published on the portal. **Please check your inbox and spam regularly for alerts to check the parent portal as all communication, timetables and notifications will be published there.**
- New Parents will receive login details as well as instructions on how to use the portal. Should you still require assistance accessing the portal, please contact ronel@almainternational.co.za
- Please note that for all exam correspondence the following email address MUST be used: exams@bramblehillinternationalschool.co.za

PROCESS AND DOCUMENTATION

1. Parents email the fully completed application form to the school using the above address. Please attach the following documents separately
 - ID size Photo of candidate **in jpeg format**
 - Copy of candidate's ID/Passport
 - Copy of Parent/Guardian ID/Passport
 - "Using your personal information" document
2. We process the application form.
3. A Draft Statement of Entry (DSOE) which we receive from Cambridge will be published on the Parent portal. This document will state in red that it is **Unsubmitted**. It contains the examination dates and session (AM - start time 10:00 or PM - start time 14:00) for the registered subjects.
4. Please check the following information on this Statement **thoroughly!**
 - Spelling of your name and surname
 - Date of Birth
 - Qualification (IGCSE etc), Syllabus and component code
 - ID/Passport number
 - Gender
 - Home Language (English or not)
5. Please report any errors **as soon as possible** to avoid any delays, extra charges or errors on the candidate's certificate. You will be charged an admin fee of R150 per change, which is over and above what Cambridge charges, for any changes requested **after the entry deadline of 2 August**.
Please note: Cambridge will **not** refund any money paid if a candidate is withdrawn or if amendments are made **after the entry deadline of 2 August**.
6. You will receive an **invoice** for just the total amount via the Parent Portal on Scadsys. Payment must be made online using the Parent Portal. NO other form of payment will be accepted. A candidate will be entered for the examination once payment has been received.
Please note: No entry will be submitted without proof of payment.
7. A final Statement of Entry (SOE) will be published on the Parent portal. This document will state in green that it is **Complete**.
8. The results for the Oct/Nov series will be available as follows: IGCSE & AS – **Mid January 2025**
9. You will be notified when the Provisional Statements of Results arrive for collection.
10. You will be notified when the Certificates arrive for collection. **(April 2025)**

IMPORTANT DEADLINE DATES FOR THE OCT/NOV SERIES

*Modified papers: **21 June 2024**

+Access Arrangements (extra charge for scribes): **12th July 2024**

Entries: **2nd August 2024**

Payment: **2nd August 2024**

Late entries (extra charge): **9th September 2024**

Retake entries: **9th September 2024**

* Modified papers: Braille paper, Coloured paper, A4 18 point bold

† Access arrangements are pre-exam arrangements that minimise access barriers for candidates with special educational needs, disabilities, or temporary injuries/illnesses. e.g. extra time, scribe, word processor, colour naming, supplementary aids (noise-cancelling headphones – regulations apply) etc.

Please **advise** if any of these arrangements need to be made.

EXAM FEES: *Fees are per subject, but the invoice will reflect a total cost.*

LEVEL	Entry fee per subject	Late entry fee per subject	BANKING DETAILS
IGCSE	R2 510	R4 870	Bramble Hill International School Nedbank Current account <u>Branch code:</u> 198765 <u>Account no:</u> 1251652573
AS LEVEL (A1)	R2 830	R5 190	
A LEVEL (A2)	R2 830	R5 190	
A LEVEL (A1 + A2)	R4 160	R6 520	
LANGUAGE – ORALS	R895	R895	
SCIENCE PRACTICAL	R1 000	R1 000	

AS Science Practical **workshops** are available prior to the exams at an extra cost.

The exam **timetable** will be published on the Parent portal ± three weeks prior to the start of the exams.
Please note: We cannot make any changes to the timetable as it is set by Cambridge.

Remember to send all communication to: exams@bramblehillinternationalschool.co.za

Please use your Candidate number or Candidate Name and Surname in the subject line.

In case of an emergency, contact reception on 044-8733385 and the message will be communicated to the Cambridge Exams Officer.

Kind regards



Sharon Puttick
Exams Officer