

For office use: Cand. no: Invoiced:  (lab x 1 2 3 ) Cam Direct:  Log in details:   
 Scadsys no: R (oral) Add to practical list:  Add to Scadsys group:

## APPLICATION FORM – Private Candidates



— BRAMBLE HILL —  
International School

### Cambridge May/June 2025 Series

### APPLICANT DETAILS

Candidate no. if written at Bramble Hill (ZA301) before:

If not written at Bramble Hill (ZA 301) before:

Previous centre no:  Candidate no.

|   |   |
|---|---|
| Surname   | <input type="text"/>  |
| Full names  | <input type="text"/>  |
| Date of birth (dd:mm:yyyy)  | <input type="text"/>  |
| Gender  | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| Student's Email (Please make Capital letters distinctive, if any) | <input type="text"/>  |
| Student's Cell Phone  | <input type="text"/>  |
| ID/Passport number  | <input type="text"/>  |

#### Emergency contact details / medical conditions

|   |                      |
|---|----------------------|
| Full name and Surname                                     | <input type="text"/> |
| Cell phone  | <input type="text"/> |
| Please list any medical conditions we should be aware of: |                      |
| <input type="text"/>                                      |                      |

#### Parent/Guardian details

|   |  |
|---|--|
| <b>Mother's</b> full name and surname                   | <input type="text"/>                                     |
| Cell phone  | <input type="text"/>                                     |
| Email (Please make Capital letters distinctive, if any) | <input type="text"/>                                     |
| <b>Father's</b> full name and surname                   | <input type="text"/>                                     |
| Cell phone  | <input type="text"/>                                     |
| Email (Please make Capital letters distinctive, if any) | <input type="text"/>                                     |
| <b>Guardian's</b> full name and surname                 | <input type="text"/>                                     |
| Cell phone  | <input type="text"/>                                     |
| Is English your <b>home</b> language?                   | Yes <input type="checkbox"/> No <input type="checkbox"/> |



## 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 Private 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 [exams@bramblehillinternationalschool.co.za](mailto:exams@bramblehillinternationalschool.co.za)
- Please note that for **all exam correspondence** the following email address **MUST** be used so that no emails go astray. [exams@bramblehillinternationalschool.co.za](mailto: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
  - "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** for the registered subjects. (AM - start time **10:00** // PM - start time **14:00**)
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.  
**Please note:** Cambridge will **not** refund any money paid if a candidate is withdrawn or if amendments are made **after the entry deadline of 3<sup>rd</sup> February 2025**
6. A breakdown of your exam centre invoice will be emailed to you as the amount indicated on the statement on the parent portal will only reflect a total amount. 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 so please email proof of payment using the exam email address.  
Access arrangement fees (scribes/reader) will be invoiced separately once we have received approval from Cambridge.
7. A final **Statement of Entry** (SOE) will be published on the Parent portal after the closing date. This document will state in green that it is **Complete**.
8. The results for the May/June 2025 series will be available as follows: IGCSE & AS – **Mid August 2025**
9. You will be notified when the Provisional Statements of Results and Certificates arrive for collection. – **mid October 2025**

## **IMPORTANT DEADLINE DATES FOR THE MAY/JUNE SERIES**

|                       |                                     |
|-----------------------|-------------------------------------|
| *Modified papers:     | <b>17<sup>th</sup> January 2025</b> |
| +Access Arrangements: | <b>17<sup>th</sup> January 2025</b> |
| Entries:              | <b>3<sup>rd</sup> February 2025</b> |
| Payment:              | <b>6<sup>th</sup> February 2025</b> |
| Late entries:         | <b>6<sup>th</sup> April 2025</b>    |

\* 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.

**NB:** Please **advise before the deadline date above** if any of these arrangements need to be made. A separate invoice will be sent for these fees after we have received approval from Cambridge.

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

e.g. → (6 IG x R2510) + Admin fee R200 = **R15 260**      → (6 IG x R2510) + (1 oral x R895) + Admin fee R200 = **R16 155**  
 → 4 AS subjects with 3 sciences = (4 x R2830) + (3 pracs x R1000) + admin fee R200 = **R14 520**

| LEVEL                                    | Entry fee<br>per subject | Late entry fee<br>per subject | BANKING DETAILS  |
|--|--------------------------|-------------------------------|--|
| ADMIN fee                                | R200                     | R200                          | Bramble Hill International School<br><br>Nedbank<br><br>Current account<br><br><u>Branch code:</u> 198765<br><br><u>Account no:</u> 1251652573 |
| IGCSE                                    | R2 510                   | R4 870                        |  |
| 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 (per subject)          | R1 000                   | R1 000                        |  |
| SCRIBES/READER/INVIGILATOR<br>(per hour) | R700                     | R700                          |  |

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](mailto:exams@bramblehillinternationalschool.co.za)

Please use your 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**