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15 November 2024

Dear Parents / Guardians

### **CAIE May/June Examination Series 2025**

It is time for external examination registration for IGCSE, AS and A-Level candidates.

We would therefore like to inform you of the registration dates and processes that need to be followed should you wish to enroll your child for their IGCSE / AS / A-Level examination for May/June 2025.

Registrations are open from Monday, 18 November 2024 and closes on Friday, 7 February 2025. Any late registrations will unfortunately incur heavy penalties.

Registrations will be done online by Ms Earle, the Exams Officer of Ridgefield Academy. Please complete the following attached forms:

- Registration Form
- Subject Choice Form

For this sitting we will ONLY accommodate private candidates and candidates who wish to rewrite a subject. All forms should be returned to Ms Earle via email.

Please follow these steps:

#### Step 1:

Complete the registration form as well as the subject choice form and return it ASAP. External candidates, please email your forms back to the centre.

#### Step 2:

Ms Earle will calculate your examination fees and send a fee quotation via email. From this point forward all communication will be via email.

Step 3:

Examination fees are paid and proof of payment sent to Ms Earle. Once a student's fees are paid in full and the fees reflect in the centre's bank account, the student will be registered on the Cambridge website. Parents / guardians do not have to be concerned about the registration, as everything will be done by the Exams Officer.

Step 4:

Once a student has been registered on the Cambridge website, it takes about 24-48 hours for Cambridge to finalise the registration. Once finalised, you will receive a Statement of Entry.

**It is VERY IMPORTANT that you confirm in writing that the information on the Statement of Entry is correct. The closing date for AMENDMENTS to registrations or WITHDRAWAL of a candidate is on Friday, 7 February 2025.**

Any amendments or withdrawals after this date will result in the forfeit of all payments made. Only a valid medical reason accompanied by a medical certificate will be accepted for a withdrawal after the closing date.

Step 5:

Once the registration period is over, further examination information will be communicated, especially to those writing for the first time.

We trust that you find the above in order. Should you have any questions, please do not hesitate to contact the Exams Officer via email on [marieka.earle@gmail.com](mailto:marieka.earle@gmail.com).

Kind regards

  
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Dr T van der Westhuizen  
PRINCIPAL/CENTRE MANAGER

  
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Ms M Earle  
EXAMINATIONS OFFICER