

THIS FORM IS VALID FOR THE OCTOBER - NOVEMBER 2019 EXAM SESSION ONLY.

Completing your application form

Ensure that you read the Guidance Notes on page 2 as they contain important information about making an application. Ensure that you complete your form fully especially, with valid contact numbers. This will also allow us to contact you if we have any questions about your application. **Please indicate the correct subject codes, make the correct payment, sign the application and attach two passport sized photographs.**

Registration Dates and Deadlines

SERIES	Normal registration period	Late Entry Period
November 2019 Cambridge IGCSE, O Level, AS & A Level, Cambridge Pre-U, ICE/AICE Diploma	9 th July 2019 to 13th August 2019	17 th August 2019 to 3 rd September 2019
November 2019 (Retake entries) Where the candidate sat the same syllabus in the June 2019 series	9 th July 2019 to 3 rd September 2019	N/A

Payment Instructions:

You will need a reference number before making your payment. Contact the British Council Customer Service Team on SchoolExams@britishcouncil.or.ug or +256312560800 to request for your unique **Reference number**. Failure to quote a reference number may delay your application process. **Payments made without reference numbers will not be accepted.**

- Get your payment reference number from the British Council along with the application form;
- Payments should be made **only** at Stanbic Bank Branches Country wide. Stanbic Bank is Open Monday to Friday, 08:30 to 16:00 and Saturday 09:00 to 12:00.
- Cash deposit slips with the British Council logo should also be picked from Stanbic Bank.
- In the Reference No. or against the Payment Type Code boxes on the slip, fill in your unique candidate reference number given to you by the British Council.
- Fill in the rest of the deposit slip and pay to the cashier.

Completing the Bank Deposit Slip

In order to assist us in identifying your payment, it is important that you use the correct reference number on the deposit Slip. We have 2 different deposit slips available in the bank, and depending on which one you get, fill in your unique candidate reference number given to you by the British Council as illustrated below:

Reference No.	G	B	3	2	3	5	4	7
OR								
Payment Type Code:	/	GB323547						

Electronic Payment:

For electronic transfers, use the bank details below and ensure that you quote your unique candidate reference number given to you by the British Council.

Bank Details:

Bank: Stanbic Bank
 Branch: Corporate Branch
 Account Name: British Council
 Account Number: 9030005677164
 Currency: Uganda Shillings
 Swift Code: SBICUGKX

How do I know how much to pay for an exam?

Follow the link <https://www.britishcouncil.ug/exam/school/register/private-candidates> on our website to access the pricelist.

Returning the application documents:

Submit a filled in application form and payment slip to the British Council offices located on Plot 4 Windsor Loop off Kira Road, Kamwokya during working hours, or scan and email them to SchoolExams@britishcouncil.or.ug
 Submit the documents along with a copy of your ID or Passport as well as 2 passport photographs.

PLEASE TURN OVER TO COMPLETE THE APPLICATION

GUIDANCE NOTES

Registration

After filling in the correct subject codes, sign the declaration on the last page of the form. Attach two passport photographs, make the correct payment and attach a paid bank slip, as well as a signed parent's consent form. The consent forms can be obtained from our offices or our website using the link <https://www.britishcouncil.ug/exam/school/register/private-candidates>

Examination Fees

These are indicated against every subject or component of the pricelist. Please ensure that you make the correct payment as underpayment will result in your application not being processed or delayed until full payment is made.

Processing your application & confirming entry

If you do not receive an email with your statement of entry within 5 working days after submission of your registration form, please contact us. This is to enable you verify your details before they are submitted to Cambridge.

Statement of Entry

Statements of Entry will be sent to your email within 5 working days after submission of your registration form.

Please note that it is your responsibility to ensure that you have your statement of entry before all your exams as you will not be allowed to sit for your exams without it.

You can either go to your exam with your printed copy or pick a hard copy of the statement of entry from the British Council at least a day before all your exams commence.

Special Requirements

If you have any special requirements or needs due to health/medical/physical conditions that we need to take into account to enable you to sit your examination, please **contact customer services on +256 (0) 312 560 800** or Email exams department on doreen.kiondo@britishcouncil.or.ug for guidance on the required **access arrangement application**. Review timelines for submission of the access arrangement forms on the last page of this document.

Child Protection Policy

The British Council promotes a positive, supportive and secure environment which gives all young learners and candidates a sense of being valued. For this reason, the British Council Child Protection Policy seeks to protect all children under the age of eighteen.

In this regard, Parents of candidates under the age of 18 are required to obtain the child protection forms listed below and sign them accordingly. They can be obtained from our offices or website using the link:

<https://www.britishcouncil.ug/exam/school/register/private-candidates>

Letter of parent's consent form:

If you are under 18 years of age, kindly ensure that your parents/guardians sign the '*parent's consent form*' and return it to the British Council office when submitting your registration form.

Child safe collection form:

Should be filled and signed by either a parent, legal guardian or carer and submitted together with the application form. It provides the British Council with information on who will be collecting the child after the test, or provides confirmation that the child is permitted to leave exam premises unaccompanied.

Children will only be allowed to leave premises with the person designated on the child safe collection consent form. Any subsequent change to the person who comes to collect the child must be authorised in writing by a candidate's

parent/carer, by submitting an amended copy of the child safe collection consent form to the British Council ahead of time.

Identification:

Candidates are required to present their **Statement of Entry** and any one of the following ID documents at the examination venue in order to sit the examination.

- National Identification Card
- Passport
- Driving License

Failure to produce this documentation shall result in the candidate not being allowed to sit the examination.

Venue for Examinations

Written Exams	To Be Communicated
ICT/Oral Exams	To Be Communicated
Biology/Chemistry / Physics	To Be Communicated

Results

Candidates are responsible for the collection of their results from the British Council. Results will only be given upon presentation of a valid National Identification Card, passport or valid driving license. Results shall not be disclosed over the telephone, fax or email. Candidates may authorize a third party to collect results on their behalf by submitting a filled copy of the authorization form that can be availed to them by the British Council upon request.

Refunds

All examination fees paid are **non-refundable**. Refunds will not be issued for incorrect choice of examination or subject choice. We will only consider applications for refunds made on the following grounds:

1. Medical – hospital admission or serious injury
2. Loss or bereavement – death of parents, guardian, brother/sister or child
3. Hardship/trauma – victim of crime, victim of traffic accident
4. Military service

Applications for refunds must be made within 14 days of payment, before the exam registration deadline.

All refunds shall attract a 25% administration fee.

Any refund application after the registration deadline will not be accepted.

Please like our Facebook page for any school exam updates: [facebook/BritishCouncilUganda](https://www.facebook.com/BritishCouncilUganda)

Please keep this guidance note for your reference

Cambridge Assessment International Education-October-November 2019 Session Application Form

PERSONAL DETAILS



First Name		Family Name															
Gender		Date of Birth (DD/MM/YY)			National Identification Card Number (Passport/Driver's license)												
M	F																
Name of School/College you are currently studying at:																	
Postal Address:																	
Previous centre and candidate number :																	
Mobile/Cell:										Next of Kin:							
Email:																	

Please carefully fill in the form below. Ensure to fill in practical/oral/late fees as stipulated if applicable. Include bank charges as well; otherwise they will be deducted from your exam fees.

Level (A/AS/O/IGCSE)	Subject Name E.g. History	Retake (Tick box if Retake)	Syllabus & Option Code. (e.g. 0470/AX)	Exam Fee (UGX)	Practical-If Applicable (also Includes ICT& Oral Exams) (UGX 250,000)	Late Entry Fees (Per syllabus) (UGX266,900)	Total Amount (UGX)
TOTAL PAID							

NB: 'A' Level Practical and Oral Exams will be held at Hana International School Nsangi which is approximately 22.5kms from Kampala so please take note of this as you apply for 'A' Level practical exams.

Access arrangement application Deadlines:

Type of access arrangements	Form Required	British Council Submission Deadline:
Centre Delegated access arrangements	Form 4	23 rd August 2019
Non-delegated access arrangements	Form 1	1 st July 2019
Modified papers	Form 3	1 st July 2019

If in need of access arrangements, contact us for guidance on the required forms to be filled. Please follow this link for more information about access arrangements.

<https://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/phase-1-preparation/access-arrangements/>

Privacy Notice

British Council will use the information that you are providing in connection with processing your application. The basis upon which we will process your personal information is as set out in our terms and conditions.

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, you can refer to the privacy section of our website, www.britishcouncil.org/privacy. We will keep your information for a period of 4 years after the exam date.

DISCLAIMER

The British Council is committed to delivering the examinations services according to the rules and regulations set by Cambridge International. However, we cannot be held responsible for any interruptions which are caused by circumstances beyond our control. If examinations or results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible.

DECLARATION

By submitting this application form, I confirm that I have read, understand and agree to the terms that are set out in the guidance notes attached to this application form.


I confirm that the information I have given is the truth and is accurate to the best of my knowledge and belief.

Name:

Signature: **Date:**

FOR BRITISH COUNCIL USE ONLY

Date of receipt of Application:	Correct payment Received:	Date of processing Application	Candidate Reference No: CAIE Candidate No:	Exams Officer Name:
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Country Exams Manager

Child Friendly Statement

The British Council takes the care and wellbeing of children very seriously.

We believe that every child should be looked after properly and kept safe, and while children can play an important part in looking after themselves, it is adults' responsibility to make sure children are safe.

If you feel that you have not been treated properly or are unhappy, upset or concerned about anything, please let us know. This can be if you are unhappy because of the way that an adult or another child has behaved. Or perhaps someone has said something to you on the internet or if you have seen something that makes you uncomfortable. You can also let us know if you think another child may be in trouble or you are worried about them.

We know that it can be difficult to speak out and tell someone what is happening, but we can't help if we don't know!

If you tell us something, we will try to work out with you the best way to solve the problem. Normally we will keep things private, and not tell anyone else, but sometimes it may be necessary for us to speak to someone so that we can find the best way to help. If we do need to speak with someone else, we will always let you know first.

The best person to speak to might be a worker that you know well, such as your teacher.

If you prefer you can ask to speak to the Child Protection Focal Point **Margaret Atim** who is based in the British Council office in Kampala. She is there especially to make sure that children are protected. You might find it easier to talk with her as sometimes it is easier to speak to someone about something private when you don't know them. You won't be in any trouble for speaking out.

If you want to speak to the Child Protection Focal Point, Customer Services can arrange for them to contact you.

Child Protection Focal Point contact details:

Name: Margaret Atim

Telephone: +256 312560825

Email: Margaret.Atim@britishcouncil.or.ug