



CIE Examinations Registration Form Oct/Nov 2024 Series

Personal Details

Title (Mr. / Ms.): _____

First Name: _____ Family Name: _____

Date of Birth: _____

First Language: English Other

Permanent Address:

Telephone: _____ Email: _____

If you have a twelve number/character Unique Candidate Identifier (UCI) or have already been assigned a candidate number, please indicate these in the space below. If you have never written an IGCSE or GCE examination before, you will be assigned these numbers following registration.

UCI (For Previous UK Candidates only): _____

Previous Centre Number: _____

Previous Candidate Number: _____



Examination Details:

We only offer the following examinations by the CIE examination board:

- AS/A Level Exams
- IGCSE exams

Since we are in CIE Administrative Zone 2, we cannot offer O-Level or Pre-U examinations. Please enter the examinations you wish to write during the examination series in the chart below. We do not accept private candidates for speaking examinations and Physics practical/lab examinations.

Please note the following:

- It is the CANDIDATES' responsibility to ensure that they have read the syllabus and are aware of any additional materials needed for each exam.
- It is the CANDIDATES' responsibility to ensure they know when their exams are. We will send out a timetable outlining dates, start times, end times and key times. Students are expected to arrive 15 minutes before the examination starts. We reserve the right to reduce the time for the exam for late arrivals. Students who do not arrive by Key time **will not** be admitted in the examination room and will forfeit their results for that paper.
- We will **NOT** be providing a set of texts for International Languages exams. Students **MUST** bring their own set of texts to the papers that require them. The texts that are brought into the exam room must comply with the rules outlined in the syllabus.
- Please check with your local Canadian Embassy if you will be travelling to Canada to see Visa requirements **before** you register for your examination. Please also note that these are examinations only – not school registration.



Fee Schedule

We cannot issue any refunds

The following fees will apply to external candidates:

Levied by Centre: \$180.00

CIE fee per Candidate: \$100.00

Examination fee per component: \$160.00

Invigilation Fee per hour: \$75.00 (\$100.00 per hour on Canadian Statutory Holidays)

Practical Exam Fee (per exam): \$225.00 (to cover cost of materials and setup time)

Late Registration Penalty Fee: \$160.00 (per syllabus)

- The late registration period for the **Oct/Nov 2024** Series of Examinations begins on **Saturday, August 16, 2024, at midnight (UK time)**. At this point a \$160.00 Late Registration Penalty will apply **per syllabus**. Please note that changing an entry at this point will also incur late fees.
- The Final Date we will accept entries is to be determined in **August 2024**. Please use the chart below to determine your payment:

Levied by Centre		\$180.00
CIE fee per Candidate		\$100.00
Examination fee per component	a. \$160.00	
Number of components taken	b. Enter # here	Multiply a and b
Invigilation Fee per hour	c. \$75.00 (\$100.00 if on Canadian Statutory Holidays)	
Total number of exam hours	d. Enter total hours	Multiply a and b
Practical Exam Fee (\$225.00 per practical.)	e. Enter total # of practicals	Multiply e by \$225.00
Late registration fee (\$160.00 if applicable per syllabus)		
International Mailing Fee (\$150.00) – if you need your certificate mailed outside of Canada		
Total Fees Due:		Sum of right column



Examination Day Instructions

Please be sure to arrive at the exam centre **at least 15 minutes before** the start of your test. Tests will follow key times as indicated on the CIE schedule:

	Whilst Observing Daylight Savings Time	Whilst Not Observing Daylight Savings Time
Morning Key Time	09:00	08:00
Afternoon Key Time	13:00	12:00

Important Note: You must present valid photo identification on the day of your examination. This ID is usually in the form of a driver's license or passport.

Our Location

30 Drewry Ave, North York, ON M2M 4C4

Submitting Your Registration Form

Please complete this form and the Using Your Personal Information form. Submit your completed forms to Unionville by emailing to info@unionvilleacademy.com. Note that registration will not be completed until we receive:

- A completed registration form
- Using your Personal Information form
- Payment

If you have any questions or concerns, please contact the coordinator at info@unionvilleacademy.com



After the Exam Period

It takes quite a bit of time for CIE to mark, process and report examination marks. Official results certificates will be sent to the school by CIE. Once we receive them, we will notify you and you can either pick it up at the school or we can mail it to you.

Please note that if you need these results as soon as possible please use the [Cambridge Priority Results Service](#). This service is directly through Cambridge International Examinations.

Online Results Release Dates:

Online Results are generally available 2 months after the final exam date. We will announce the exact date by email when we know.

Use of Personal Information:

In addition to this registration form, please submit the Using Your Personal Information form. This form is a requirement of CIE to process your registration and explains what CIE does with your personal information.

Unionville uses your personal information for registration purposes and for statistics of how the centre performs on tests.



Payment Method

Please note that once your registration with CIE has been submitted: **We cannot issue any refunds.**

Please note that **no refunds** will be granted under any circumstance. If exams have been cancelled by the exam board, candidates can opt to transfer to the next available examination series (and only the immediately next available examination series). Your payment can be made through one of the following five methods: For security and convenience – we recommend you use our easy-to-use Online Payment Form:

1) Credit Card Payment (VISA/MasterCard)

Credit Card Type: VISA MasterCard

Cardholder Name (as it appears on the card): _____

Billing Address: _____

Credit Card Number: _____

CVC: _____

Expiry Date: _____

Please submit "*Credit Card Authorization*" [here](#) along with your registration form.

- 2) E-Transfer - If you are interested in paying by e-transfer, please contact us at info@unionvilleacademy.com to make arrangements.
- 3) Cheque - We accept certified and personal cheques payable to Unionville. If you pay with a personal cheque, you will not be registered until after the cheque clears.
- 4) Money Transfer – If you wish to transfer funds directly from your account, please use the following account information and e-mail us a copy of your receipt.

Beneficiary Name: Ficus Education Inc.
Beneficiary Address:
30 Drewry Ave, 4th Floor, North York, ON M2M 4C4

Bank: Bank of Montreal
Branch Address:
2900 Warden Ave, Toronto, ON M1W 2S8

Beneficiary's Account Number:

CAD CHQ: 29792-1995524
CC CODE: 000129792
Branch Transit: 29792
Bank Number: 001
SWIFT Code: BOFMCAM2