

## ENTRY REQUIREMENTS AND PROCEDURES

You need to submit the following:

- IGCSE Registration Form.
- Registration fees (can be paid by cash/CreditCard).
- A photocopy/ scanned of your valid passport / valid KSK.
- A colored passport size photograph (soft file)

You can only register at one center/school for any given series. Mawar Sharon Christian School (MSCS) is not responsible for any clash in timetable that may occur as a result of registering at more than one center.

## STATEMENT OF ENTRY

You will receive a provisional Statement of Entry (SOE) after we register your child's name. An email will be sent to notify you and your child for the final Statement of Entry. These documents will be given at least two weeks before the commencement of the exam. The letter with details such as mock dates, exam time table with place and time will be emailed to you two weeks before the commencement of the examination session and will also be available on the board for students to see.

## SPECIAL ARRANGEMENTS AND SPECIAL NEEDS

Special arrangements are made to allow candidates with substantial and long-term disabilities gain access to the examination and to demonstrate their attainment in the best possible examinations conditions. Special arrangements for extra time allowance, the provision of specially adapted papers, assistance with reading or writing etc must be mentioned clearly in the registration form or ask the exam officer for more details.

**Address:** Mawar Sharon Christian School - Secondary,  
Vision Building, Jl. Raya Ngagel 123, Surabaya 60246

**Administration Office Opening Hours:** Monday-Friday: 08:00 a.m. - 04:00 p.m.

**Tel.** 6231 6000 2000

**Email:** [shs.cambridgeexam@mscs.sch.id](mailto:shs.cambridgeexam@mscs.sch.id)

## CLOSING DATES AND FEES

Please submit the form and the payment proof by email to : [sh.cambridgeexam@mscs.sch.id](mailto:sh.cambridgeexam@mscs.sch.id)

Any special condition should be consulted to Exam Officer by email.

## IGCSE Exams Processes; A step by step Guide

### EXAM REGISTRATION INFORMATION

Candidate receives information during Parents Conference and Morning Tea  
Candidates can request IGCSE/ As/A Level Registration

### REGISTRATION

Candidate fills in the registration form and finalize the payment before the registration deadline.

### REGISTRATION CONFIRMATION

After Candidate send the registration form and payment proof, Candidate will receive registration confirmation.

### STATEMENT OF ENTRY (SOE)

Candidate collects Statement of Entry, Exam Timetable and Venue details, Notice to the candidates at least two weeks before the start of the exams from School.

### EXAMINATIONS

Exams take place as per the timetable. Private candidate must bring a valid ID and the original Statement of Entry to school.

### AFTER EXAMINATIONS

Exams Services return all exam papers to Cambridge for marking  
including amendments to candidate's names, special considerations or notification of special circumstances.

### STATEMENTS OF RESULT (SOR)

Candidate collects SOR from the School on Mid of August. Email will be sent to remind candidates.

### ENQUIRIES ABOUT RESULTS

Candidates submit their requests for recheck/re-mark enquiries.

### CERTIFICATES

Cambridge sends certificates to School by end of October, Candidates collect the original certificates.



**IGCSE SUBJECT ENTRY FEES CALCULATION**

<b>SUBJECT(S)</b>	
<b>NUMBER OF SUBJECT(S)</b>	
<b>TOTAL FEE (filled by school admin)</b>	Rp.

**DISCLAIMER:**

The School and the examining board [Cambridge] take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The School's liability will be limited to the refund of the registration fee or retesting at a later date in such force majeure.

**DECLARATION BY CANDIDATES:**

- I certify that the information on this form is complete and accurate to the best of my knowledge and that I have referred to the syllabus specifications to ensure that I am registering for the correct subject.
- I recognize that I am liable to pay fees for any entry/amendment fee after the deadline of registration.
- I have not and will not make an entry for any subject at any other Centre/School this series.
- I understand that the school is not responsible for any clash of timetable that may arise due to above.
- I agree to comply with the regulations of Cambridge and with the arrangements made by the School.
- I understand that Fees are neither refundable nor carried forward to next examination session.
- By signing below you agree that you have read and understood the above mentioned declaration.

**DATA PROTECTION FAIR COLLECTION NOTICE:**

The School will manage any personal information you give to us about yourself or your child securely and only for the purpose we have specified. For the information you provide, these are as follows:

- To maintain academic and educational records of our students/ private candidates.
- To maintain accurate financial records.
- To register students/ private candidates
- To be able to cater for any special needs our student/ private candidates may have.
- To provide academic records for our candidate' sponsors where applicable.
- To distribute information to students/ private candidates.

You have the right to ask for a copy of the information we hold on you, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information.

By signing this, you agree to the School's collecting and processing this information for the purpose specified above, which may involve the transfer of your data to Cambridge Office.

<b>CANDIDATE SIGNATURE</b>		<b>DATE</b>	
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