

Instructions and Guidelines to Candidates of
Cambridge International Examinations – June 2022

Dear Candidate,

Kindly refer to the guidelines and instructions before you proceed with the exam registration process. Additional documents are available at the downloads section of the Lyceum Assessments website <https://lyceumassessments.lk/>

1. Registration Guidelines

The candidates who are under the age of 18 years will be subjected to the Child Protection and Safeguarding Policy.

- Candidates from 18 years and above at the time of registering can get registered on their own.
- If a candidate is under the age of 18 years at the time of registering, then one of the parents/guardians should handle the registration on behalf of the candidate.

Before you proceed, we strongly advise you to consult your subject teacher, familiarise yourself with the **“Syllabus June 2022-IGCSE/OL/AL”**, **“Easy Step Guide Instructions”** and the **“Fee Structure-May/June 2022”** documents which are available at the downloads section of the Lyceum Assessments website

Examination timetable: available at the downloads section of the Lyceum Assessments website

Select the correct qualification type, subject name, subject code and option code with utmost attention as much as possible to avoid mistakes. Candidates are highly responsible for their selection.

*Lyceum Assessments and your schools will **NOT** be responsible for the mistakes made during the registration process.*

Eg:

Qualification Type	Subject Name	Subject Code	Option code
Cambridge International A-Level	Accounting	9706	AY

2. Registration Link, Deadlines, and Fee

The online registration portal will be opened from **08th February (11.00 am) to 22nd February 2022 (11.59 pm)**. This time frame is considered as the **“Normal Registration Period (Final Entry)”**.

Registration link has been mentioned below;

Registration Link: <https://portal.lyceumassessments.lk>

Acceptable Identification documents:

- O-Level/IGCSE - National Identity Card (NIC)/Passport/Postal ID only
- A-Level - National Identity Card (NIC)/Passport only

You should have a valid identification document (NIC/postal ID/passport) to register for the examination, and the validity of the relevant identification documents should be valid **until 15th June 2022**. You need to produce the original identification document at the examination venue when required.

Key dates	The year 2022
Normal Registration Period (Final Entry)	08 th February – 22 nd February
Timetable Exam Period	25 April - 10 June

3. Payment Methods

All fees are payable in Sri Lankan Rupees. You can access the fee structure available at the downloads section of the Lyceum Assessments website. The candidate has the options for online or offline payments methods through the online registration system on or before the deadlines mentioned above;

- Online: These payments must be made by Visa/ Master Card/Amex during your online registration process. A convenience fee will be added to the online payment in addition to the subject fee.
- Offline: Candidates can pay through the bank or make an online bank transfer and upload the payment slip on or before the stated deadline.
- Payment by cheque is NOT acceptable.

4. Regulations Pertaining to the Registration Process

Candidates must consult their subject teacher before selecting the subject codes and option codes.

- O-Level candidates must select a minimum of 7 subjects
- A-level candidates must select a minimum of 3 subjects
- Candidates can NOT select AS or A2 options for the subjects studied at school (AS and A2 options are allowed for any additional subject/s).

If you wish to register beyond the above-mentioned options, please be kind enough to inform the school principal and obtain permission in writing before commencing the online registration process.

5. Submission of Coursework

Subject	Deadline
Global Perspectives (2069/02) Travel and Tourism (9395/02)	Consult your subject teacher for the deadline.

6. Subject Entry Amendments

If a candidate has a requirement to make any amendments in the subject entry (add/remove/edit), the candidate should fill out the Subject Entry Amendments Form (available at the downloads section of the Lyceum Assessments website) and e-mail it along with the payment slip to info@lyceumassessments.lk with the subject heading: "Subject Entry Amendments" **on or before 22nd February 2022**. A fee will NOT be charged for the process. However, the candidate has to pay any additional subject fee and or fee difference/s, if it is required.

7. Personal Data Amendments

If a candidate needs to alter the personal data, the candidate has to fill out the Personal Data Amendments Form (available at the downloads section of the Lyceum Assessments website) and e-mail it to info@lyceumassessments.lk mentioning "Personal Data Entry Amendments" as the subject **on or before 10th June 2022**. Please note that you must attach a copy of your identification document produced at the time of registration. A fee will NOT be charged for the process.

However, if you intend to make personal data entry amendments **after 10th June 2022**, a late personal data entry amendments fee will be applicable as per the below table.

Type	Deadline – Year 2022	Penalty Fee
Personal Data Amendments	11 th June to 30 th August	LKR 12, 900

8. Cambridge IGCSE, O Level and AS & A Level – Carry Forward Options

Certain syllabuses allow candidates to carry forward marks from a previous series to a later series. Candidates can carry forward marks if they wish to improve their syllabus grades for Cambridge IGCSEs, O Levels or Pre-U syllabuses, or contribute towards the next stage of their assessment by using Cambridge International AS Level results towards a Cambridge International A-Level. You must carry forward entries when you make your usual syllabus entries.

By adhering to the above-mentioned guidelines, can select the relevant “Carry Forward” component when making their entries. It is the responsibility of the candidates to select the correct and appropriate carry forward option code at the registration point. The Lyceum Assessments and Lyceum schools shall not be liable for any errors made related to the selection of the carry-forward option Code.

Further information on Carry Forward Options is available at the downloads section of the Lyceum Assessments website

9. Refunds

It is compulsory to read the **Refund Policy** (available at the downloads section of the Lyceum Assessments website), before submitting a refund request. Deadlines for the refund request is as follows:

Stage1	Stage2
From 08 th February to 22 nd February 2022	From 30 th March to 12 th June 2022

10. Statement of Entry and Timetable

You can collect your timetable and the statement of entry from your school by the **2nd week of April** and the school will notify the candidates when it is available.

11. Results and Certificates

Results will be officially released online on the days mentioned below. The link with access credentials will be circulated among the candidates by Lyceum Assessments to the e-mail account details provided by the candidates at the time of the registration.

The certificate issuing date will be notified by the school.

Time Frame for Releasing of the Results		Certificate Issuing
Cambridge International AS & A Level	11 th August 2022	End of October
IGCSE and Cambridge O Level	18 th August 2022	

12. Exemptions Granted due to Covid-19 - May/June 2022

Schools have been given the option of applying for exemptions for certain subjects/components which they have difficulty in preparing students for the June 2022 examination due to the following reasons associated with COVID - 19.

- The teaching and/or assessment of the component requires access to facilities and equipment that has not been possible due to COVID - 19 disruption, e.g. instruments, laboratories, studios, audiovisual equipment, sports facilities, specific software, specialist materials.
- The teaching and/or assessment of the component requires ways of working with others, e.g. in pairs, groups or teams, which have not been possible due to Covid-19 disruption.

However, Cambridge International has highlighted some specific risks associated with COVID-19 exemptions that schools, candidates and candidates' parents must be fully aware of, such as;

- The risk of the candidate's grade being less representative of their ability is greater if they complete a smaller percentage of the assessment.
- Candidates who are absent for an acceptable reason from a non-exempt component (including, for example, illness, the need to self-isolate, or a 'lockdown' on the date of the exam) may not have sufficient evidence for us to calculate and award an assessed mark for the component they were absent for. They would therefore receive 'NO RESULT'.

Considering all the above-mentioned points and consulting relevant Subject Heads and Teachers, the School Management / School Exam Board has decided to request exemptions for some of the subject components. The decision was taken due to fact that we were unable to equip the students with the knowledge needed to go ahead with the exam, as these lessons were required to be practically covered.

Subjects and option codes that the school will request for exemption are given in the attached table.

Please note that **all students should apply for the normal option code mentioned in the subject list** which will be sent along with this document or consult your subject teacher for further information before registering for the examination.

The school has already communicated the exemption subject details to candidates and the school will apply for exemptions for the mentioned subjects on behalf of all students.

Your school will apply for exemptions for the mentioned subjects on behalf of all students.

Cambridge International – OL

Subject	Subject Code	Option Code	Exempted Paper
O Level - French	3015	AX	Component 1 - Listening
O Level - Global Perspectives	2096	AY	Component 3 – Team Project

Cambridge International – AL

Subject	Subject Code	Option Code	Exempted Paper
A-Level - Biology	9700	AY	Component 33 – Advanced Practical Skills
		HY	Component 34 – Advanced Practical Skills
A-Level - Chemistry	9701	AY	Component 33 – Advanced Practical Skills
		HY	Component 34 – Advanced Practical Skills
A-Level - Physics	9702	AY	Component 33 – Advanced Practical Skills
		HY	Component 34 – Advanced Practical Skills
A-Level – Computer Science	9618	AY	Component 42 – Practical

13. Health and Safety

Due to the prevailing risk of COVID-19, we have implemented safety measures for candidates at all our test venues, in accordance with the current government directives.

We take the following measures to keep you and our staff safe on the test day;

- Only exam candidates and staff are allowed to enter the test venues.
- Hand washing/sanitising facilities are available at the test venue.
- Exam rooms are well-ventilated.
- Surfaces or areas or objects (e.g., chairs, light switches, doors, pens) are exposed to contact with the candidates will be regularly cleaned and disinfected.
- Appropriate social distancing rules enacted by the government will be maintained between the candidates and the officials.
- Wearing a face mask is mandatory.
- The temperatures will be checked before entering the test venue. If a high-temperature reading is noted, the screening personnel MUST wait for 15 minutes in isolation until the second temperature test is conducted. Candidates ARE NOT ALLOWED to enter the test room if the result is the same.
- With the intention of securing the safety of other candidates, we kindly request you NOT to enter the test venue, if you have been suffering any symptoms of fever, flu/cold, cough or sore throat.

14. Downloads

Following documents related to May/June 2022 examination is available at the downloads section of the Lyceum Assessments website.

- Syllabus June 2022-IGCSE
- Syllabus June 2022-OL
- Syllabus June 2022-A/L
- Easy Step Guide Instructions
- Easy Step Guide Instructions-Video
- Fee Structure-May/June 2022
- Cambridge Final Exam Timetable June 2022 - Administrative zone 4
- Subject Entry Amendments Form
- Personal Data Amendments Form
- Carry Forward Entry Rules
- Child Protection Policy
- Refund Policy
- Refund Application Form

15. Help Desk

Lyceum Assessments
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071 162 7777
info@lyceumassessments.lk