

The Government of the Republic of Trinidad and Tobago  
**MINISTRY OF EDUCATION**

**Examinations Unit**18 Alexandra Street, St. Clair, Port of Spain. Trinidad and Tobago. W.I.  
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**CARIBBEAN EXAMINATIONS COUNCIL (CXC)**

**CARIBBEAN SECONDARY EDUCATION CERTIFICATE (CSEC)**

**JANUARY 2017 REGISTRATION**

***CSEC INSTRUCTIONS FOR PRIVATE CANDIDATES (NATIONALS AND NON-NATIONALS)***

**The following instructions must be strictly observed.**

**Candidates who do not comply with these instructions will NOT be accepted.**

**ENTRY FORMS**

**Nationals: Private Candidates (CSEC) January 2017**

**Non-Nationals: Private Candidates (CSEC) January 2017**

Entries must be made on the prescribed form which will **ONLY** be available on our website **www.moe.edu.tt** Forms will **NOT** be available at any of our offices. Download the Entry Form and Deposit Vouchers from this website.

***Candidates must appear in person to be registered.***

A COMPLETED APPLICATION WILL CONSIST OF:-

* The completed Entry Form in **DUPLICATE**.
* The official receipt for the fees deposited (where applicable).
*  Three (3) self-addressed envelopes (25cm x 30cm) or four (4) self-addressed envelopes for candidates doing Spanish. The Stamps (***$2.00)*** must be affixed to **each except one envelope**. This last envelope will be used for the mailing of the certificate for which **a courier mail sticker ($23.00) must be purchased from a TTPOST outlet (listed on last page of application form). Candidates must note that they should not write on the courier mail sticker.**
* A copy of the June 2016 results slip (if a RESIT in a subject is offered)The **ORIGINAL** and one copy of the following:
  + Electronic Birth Certificate (with affidavit, where applicable).
  + Valid ID Picture Identification.

*Originals will be returned*

**SECTION A: GENERAL INFORMATION**

In making an application, the following instructions must be followed:

A. i. For NEW Candidates, the name written on the Entry Form must be the same indicated on the birth certificate.

ii. For other Candidates, the name written on the Entry Form must be the same as that on past CSEC certificates or preliminary results slip.

iii. **If a RESIT of a SBA is offered, please attach a copy of the June 2016 preliminary results slip.**

B. i. Insert the number of a VALID form of picture identification to be used in the examination room, either: your **Identification Card, Driver’s Permit or Passport in addition to your Birth Certificate Pin number** (Nationals only)**.**

ii. **The Driver’s Permit will *ONLY* be accepted if accompanied by an original Birth Certificate or proof of nationality at the time of registration.**

C. Staple on a **recent passport-sized photograph** in the space provided to one copy of the application form. Please print your name at the back of your photograph.

D. **Candidates are advised to retain the copy of the entry form, as this is proof of registration to write the CSEC Examination.**

**SECTION B: PREFERRED CENTRE LOCATION**

The Preferred Centre Location is your area of choice for writing the January 2017 examination. The Areas are identified below:

**CENTRES LOCATED REGISTRATION VENUE**

**From: Diego Martin to San Juan Queen’s Royal College**

**From: Mt Lambert to Arima Five Rivers Secondary School**

**From: Valencia to Manzanilla, Matelot Sangre Grande Secondary School**

**From: Chaguanas to Couva Chaguanas South Secondary School**

**From: San Fernando to Cedros Marabella South Secondary (Old Facility)**

**From: La Romaine to Fyzabad, Marabella South Secondary (Old Facility)**

**From: Penal to Palo Seco Marabella South Secondary (Old Facility)**

**From: Princes Town to Moruga, Princes Town West Secondary School**

**From: Rio Claro to Guayaguayare Princes Town West Secondary School**

**Tobago Education Office, Scarborough**

You are required to **register at the registration venue which services the area you wish to be allocated for the examinations.**

**REGISTRATION DATES**

Registration will take place between **Wednesday 17th and Monday 29th August,2016**.

To avoid overcrowding at venues, Candidates are requested to make use of the dates specified according to their surnames.

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| --- | --- | --- | --- |
| **REGISTRATION VENUES** | **17th, 22nd, 25th Aug** | **18th, 23rd, 26th**  **Aug** | **19th, 24th, 29th Aug** |
| **Queen’s Royal College** | **A - G** | **H - O** | **P - Z** |
| **Five Rivers Secondary School** | **A - G** | **H - O** | **P - Z** |
| **Sangre Grande Secondary School** | **A - G** | **H - O** | **P - Z** |
| **Chaguanas South Secondary School** | **A - G** | **H - O** | **P - Z** |
| **Marabella South Secondary School (Old Facility)** | **A - G** | **H - O** | **P - Z** |
| **Princes Town West Secondary School** | **A - G** | **H - O** | **P - Z** |
| **Education Office, Scarborough** | **A - G** | **H - O** | **P - Z** |

**The Ministry reserves the right to allocate candidates to centres for the examinations.** Your official timetable will indicate your Examination Centre Number. **The address of your centre will be issued with your timetable.**

**SECTION C: SUBJECT LISTING**

The **General Proficiency** **CSEC** subjects for which applicants may enter are:

**Biology Chemistry English A**

**English B Human & Social Biology Information Technology**

**Mathematics Office Administration Physics**

**Principles of Accounts Principles of Business Social Studies**

**Spanish**

**One subject must be entered per row. (**Candidates are advised to view the timetable at **‘http://www.cxc.org/SiteAssets/Timetables/2017/CSEC/timetable-csec-jan-2017.pdf’** when selecting their subjects as clashes will **NOT** be accommodated.**)**

**Tick one or more of the columns associated with that subject.**

**REPEAT column: For Candidates who will have written that subject previously.**

**RESIT column: For Candidates who are eligible. (**i.e. 50% or more of the total moderated SBAmarks in the MAY/JUNE 2016 examinations**). The 2016 CSEC Registration number must be given.**

**ALTERNATE column: For NEW Candidates or Candidates who cannot re-use an SBA**

**SELF-TUTORED column: For Candidates who have been self-tutored for that subject**

**SPANISH**

Candidates registering for Spanish must note that the Orals will be held on **27th and 28th December, 2016.** If no notification is received by **16th December 2016, you must contact the Examinations Unit** for the time and venue.

**SCIENCES**

Candidates registering for Biology, Chemistry and Physics that are not re-sit candidates must note that the 3/2 paper is a practical examination, therefore, these candidates must provide proof that they are attending classes and are using lab facilities at the institution.

**SECTION D: FEES**

**ALL NON-NATIONALS** are required to pay the stipulated fees given by CXC and **ALL** other local administrative fees.

**ALL PERSONS** who register **after 29th August, 2016** will be charged a non-refundable late entry fee of ***one hundred and sixty-two dollars (TT$162.00).***

**Late registration dates are 30th August, 01st and 02nd September 2016.**

For **ALL NATIONALS**, registration for **ALL** CXC subjects is ***FREE***,that is, the subject fee, entry fee, and all administrative fees are waived,subject to the conditions listed below.

**CONDITIONS FOR FREE REGISTRATION**

* *From January 2010 examinations each candidate will be allowed two (2) free attempts as a private candidate.*
* *Candidates registered as full-time students in a Secondary School will not use any of these attempts unless he/she signs up as a private candidate.*
* *Once the two (2) free attempts have been utilized, the candidates must pay the Entry and Subject Fees as well as any other associated fees.*
* *Candidates can use these two (2) free attempts in either the January or May/June examinations.*

Fees payable are set out at **Section D** of the Entry Forms. Cash deposits can be made at any one of the following Offices: ***Revenue Collection Unit, Ministry of Education, 18 Alexandra Street, St. Clair; Sub-Treasury, San Fernando; Administration Building, Tobago; or any District Revenue Office.***

The Deposit Vouchers supplied with this circular must be used when the fees are being paid as follows:

**FORM CA:** Head: 07/01/ED1/013 - Examination Fees - Entry and Subject Fees

**FORM CB:** Head: 07/01/ED1/004 - External Examinations - Local Fees for Candidates

**PLEASE NOTE:** Each application form must be accompanied by an official receipt for fees paid (where applicable). No cash, cheque or money order will be accepted with your application form. **The receipt will be returned to the applicant.**

**WITHDRAWALS:** Applications for complete withdrawals, subject withdrawals, and subject changes will be considered up to **FRIDAY 16th September, 2016**.

**REFUNDS:** Request for refunds **WILL NOT** be entertained after four (4) weeks following the completion of the registration. ***IT SHOULD BE NOTED THAT THE ADMINISTRATION AND ADDITIONAL FEES ARE NON-REFUNDABLE.***

**SECTION E: DECLARATION**

The Registration process will be done online. The CXC database indicates any past attempts at the January and May/June Examinations. **Any inconsistency with the data supplied will result in the application not being considered.**

**ISSUE OF TIMETABLE**

The official timetable giving the Centre and Candidate Number will be posted to candidates *during the* ***last* week of** **November, 2016**. *If you do not receive your timetable by* ***16th December 2016****, you should* **check CXC’s student portal at “ors.cxc.org/studentportal”** *where a copy can obtained. Additionally, you may contact the Supervisor of Examinations, Ministry of Education, Examinations Unit, 18 Alexandra Street, Port of Spain, to collect a substitute.*

*Candidates MUST check ONLINE for the accuracy of their registration during the period* ***17th to 21st October, 2016*** *using the website “***ors.cxc.org/studentportal***”. You will be required to enter a Birth Certificate PIN Number, Surname, Date of Birth and Select 2017 JANUARY CSEC.*

*Any inaccuracies must be reported to the Supervisor of Examinations, Ministry of Education, Examinations Section, # 18 Alexandra Street, Port of Spain no later than* ***25th October 2016****.*

Candidates should immediately notify the Supervisor of Examinations of any change of address and should submit envelopes with the new address.

**DATES OF THE EXAMINATIONS**

The written examinations are expected to begin on **Tuesday 3rd January 2017.**

**It should be noted that the penalties for impersonation in the examinations are severe. A candidate who allows himself/herself to be impersonated is disqualified completely from any examinations for which he/she is entered and debarred from the Council’s examinations for two (2) years. Further, legal action may be taken against both candidate and impersonator for the protection of the integrity of the CXC examinations.**