

GUIDANCE NOTES

Thank you, for choosing the British Council to sit your Cambridge Assessment International Examination (CAIE). In order for us to process your application as quickly and smoothly as possible, please follow the process below:

Completing your Application Form

Please ensure you complete your form fully especially your **telephone numbers and email address**. This will allow us to contact you if we have any questions about your application. Ensure you read and understand these **Guidance Notes** as they contain important information about making an application.

Please ensure you indicate the **correct subject codes**, sign the application and attach one passport sized photograph not older than 6 months from the date of registration.

Examination Fees

Examination fees are listed against each subject per level. Please pay the correct fee amount.

Payment details

Stanbic Bank, Minerva Branch, Nostro Account Number 9140000882703, Account Name British Council

Completing the British Council Deposit Slip

You will need a reference number before making your payment. Contact the British Council Customer Service Team on general.enquiries@britishcouncil.org.zw to request for your unique **Reference number**. Alternatively, you can quote your candidate's National ID / Passport number as the reference number on your Stanbic deposit slip/ Deposit Slip/Bank Transfer Application form. Failure to quote a reference number may delay your application process. No payment will be accepted without this information.

For Example, Karen Liwonde's Reference Number (**National ID Number**)

Reference number										
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Or

For Example, Karen Liwonde's Reference Number (**Unique Reference Number issued by British Council**)

Reference number										
		3	4	5	6	7	8			

Customer Service contact information: **Email:** general.enquiries@britishcouncil.org.zw

Telephone: Harare (0242 701658 /59 /61 /62) Bulawayo (0292 75815/6)

Acceptable payment methods:

- ❖ Cash deposit US\$

Submitting your completed application

You need to submit the following documents in person to British Council office in Harare or Bulawayo on or before **14 February 2018**: *(we do not accept third party entries)*

- **Completed application form**
- **Copy of your ID card, Passport, or Birth Certificate**
- **1 recent passport photo**
- **Proof of payment (bank receipt)**



Statement of Entry (Timetables)

Statements of Entry will be sent via email to candidates. Those who are not on emails will have to collect their statement of entries from the British Council offices and re-confirm venues. **The British Council will not be held responsible if you miss your examinations. Late arrivals will not be tolerated.**

The venue may change due to unforeseen circumstances. In such cases the British Council will notify candidates before the examination takes place.

Candidates are advised not to come with unnecessary belongings for exams however; provision is made available to leave belongings at a designated area at owner's risk.

Refunds

- Applications for refund of exam fees will only be accepted within 10 days of payment.
- You will forfeit 25% of actual fees paid.
- No refunds shall be given for wrong subjects and option codes given by candidates.
- No refunds shall be given for failure to take the exam.
- No refunds shall be given because an exam has clashed with an exam for another board.

EXAMINATION DAY

Identification

Candidates are required to present any one of the following ID documents at the examination venue in order to sit the examination.

- ID card / Passport / Birth Certificate

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

Please Note: Candidates are **not** to bring their personal valuables into the examination room.

Venue for Examinations

HARARE: Zimbali Valley of Flowers, 26 Cecil Road, Greendale, HARARE

BULAWAYO: St John's Cathedral, George Silundika St / 6th Ave, BULAWAYO

Examination Time

Candidates are required to be at the examination venue at least 30 minutes before their scheduled exam time.

AM examinations start at 10:00 hours

PM examinations start at 14:00hours





Results and Certificates

- Provisional exam results for the May / June 2019 exams session will be available online mid- **August 2019**.
- Candidates can check for the May / June 2019 exam series Certificates beginning **November 2019**.
- Candidates will be sent via email login details to view their results online.
- Results will only be given upon presentation of ID card, passport or birth certificate
- Certificates can be collected from British Council in Harare and Bulawayo.
- **Results shall not be disclosed over the telephone, fax or email**
- **Candidates may authorize third party to collect Results on their behalf by submitting IDs plus an authorization letter**
- **The British Council will only hold certificates for a period of 2 years after the examination session. After this period they will be returned to Cambridge International Exams.**

Syllabus for CAIE Subjects

Syllabi for O, IGCSE, AS, and A Level subjects are available on the following website:
www.cambridgeinternational.org.uk

Special Consideration for CAIE Candidates

Should you require any special assistance or arrangements to be made for your examinations, please inform us as soon as possible. Please note that for some arrangements, such as Braille papers, we need to be informed at least 3 months before the date of the exam session.

All applications will need to be accompanied by medical evidence to support any arrangements that need to be made.

Further information

If you require any further information, please do not hesitate to contact us on:

Harare: Tel: + 263 0242 701659-62 / 701419

Bulawayo: Tel: +263 0292 75815/6

On email: general.enquiries@britishcouncil.org.zw

Or Facebook: www.facebook.com/BritishCouncilZimbabwe

**British Council is the United Kingdom's organisation for educational opportunities and cultural relations.
We are a non-political organisation and are committed to Equal Opportunities and Diversity**

