



The Government of the Republic of Trinidad and Tobago

## MINISTRY OF EDUCATION

### EXAMINATIONS UNIT

#5 St. Vincent St., Port of Spain, Trinidad and Tobago. W.I.

Tel: +1 868 622 2181; 612 0239 • [www.moe.gov.tt](http://www.moe.gov.tt)

## CARIBBEAN EXAMINATIONS COUNCIL (CXC) CARIBBEAN SECONDARY EDUCATION CERTIFICATE (CSEC) JANUARY 2020 REGISTRATION

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

**Please read these instructions carefully. Entry forms which are not completed in accordance with these instructions will NOT be processed.**

#### ENTRY FORMS

Applications must be completed **ONLINE** on the prescribed form which will be available on the Ministry of Education's website [www.exams.moe.gov.tt](http://www.exams.moe.gov.tt). Hard copy Forms will **NOT** be available at any of our offices.

#### TO COMPLETE YOUR REGISTRATION YOU MUST:-

- Complete the REGISTRATION FORM online.
- If payment is required, the Deposit Vouchers will be available at any of the Payment Offices.
- Upload the following documents:
  - Electronic Birth Certificate (with affidavit, where applicable).
  - Valid Picture Identification (Identification Card, Driver's Permit or Passport).
  - The official receipt for the fees paid (where applicable).
  - A recent (last six months) passport sized photo taken with a plain background.

#### SECTION A: GENERAL INFORMATION

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

- A. i. For **NEW** Candidates, the name entered on the Registration Form must be the same indicated on the birth certificate.
- ii. For other Candidates, the name entered on the Registration Form must be the same as that on past CSEC certificates or preliminary results slip.

B. i. Enter the number of a VALID form of picture identification, either your **Identification Card, Driver's Permit or Passport number in addition to your Birth Certificate Pin number.**

C. **Upon completion, candidates will receive a receipt via email as proof of registration to write the CSEC Examination.**

## SECTION B: CENTRE LOCATIONS

The Preferred Centre Location is your area of choice for writing the January 2020 examination. The Areas are identified below:

Arima	Chaguanas/ Couva	Diego Martin	El Dorado/ St. Augustine
Point Fortin	Port of Spain	Princes Town	Rio Claro
San Fernando	San Juan/ Barataria	Sangre Grande	Siparia
Tobago			

**The Ministry reserves the right to allocate candidates to any centre for the examinations.** Your official timetable will indicate your Examination Centre Number.

## SECTION C: COMPUTER ACCESS CENTRES

The Ministry of Education has established centres with **limited number of computers** for access by applicants. Hard copy application forms **Will Not** be processed at any of these centres. You may visit any of the centres listed below should you need to access a laptop to complete your registration.

To avoid overcrowding at these centres, candidates who require access to a computer are requested to make use of the dates specified according to their surnames.

COMPUTER ACCESS CENTRES	21 <sup>st</sup> , 26 <sup>th</sup> , 29 <sup>th</sup> Aug	22 <sup>nd</sup> , 27 <sup>th</sup> , 30 <sup>th</sup> Aug	23 <sup>rd</sup> , 28 <sup>th</sup> Aug And 2 <sup>nd</sup> Sep
Ministry of Education, Port of Spain	A - G	H - O	P - Z
El Dorado East Secondary School	A - G	H - O	P - Z
Sangre Grande Secondary School	A - G	H - O	P - Z
Couva West Secondary School (Old Facility)	A - G	H - O	P - Z
Point Fortin East Secondary School	A - G	H - O	P - Z
Rio Claro East Secondary School	A - G	H - O	P - Z
Marabella South Secondary School (Old Facility)	A - G	H - O	P - Z
Siparia West Secondary School	A - G	H - O	P - Z
Education Office, Scarborough	A - G	H - O	P - Z

### LATE REGISTRATION

Late registration will be facilitated on 3<sup>rd</sup> and 4<sup>th</sup> September, 2019 ONLY. A late registration fee applies.

## SECTION D: SUBJECT LISTING

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

<b>Biology</b>	<b>Chemistry</b>	<b>English A</b>
<b>English B</b>	<b>Human &amp; Social Biology</b>	<b>Information Technology</b>
<b>Mathematics</b>	<b>Office Administration</b>	<b>Physics</b>
<b>Principles of Accounts</b>	<b>Principles of Business</b>	<b>Social Studies</b>
<b>Spanish</b>		

**One subject must be entered per row.** Candidates are advised to view the timetable at '<http://www.cxc.org/examinations/csec/timetables>' when selecting their subjects as clashes with other examinations will **NOT** be accommodated.

**Select one or more of the options associated with each subject.**

<b>REPEAT:</b>	For Candidates who have written that subject previously.
<b>RESIT:</b>	For Candidates who wish to reuse their SBA marks obtained in the MAY/JUNE 2019 examinations. The 2019 CSEC Registration number must be given.
<b>ALTERNATE:</b>	For NEW Candidates or Candidates who do not wish to re-use an SBA
<b>SELF-TUTORED:</b>	For Candidates who have been self-tutored for that subject

### **SPANISH**

Candidates registering for Spanish must note that the Orals will be held during the period **27<sup>th</sup> to 30<sup>th</sup> December, 2019**. If no notification is received by **17<sup>th</sup> December 2019**, you must contact the **Examinations Unit** for the time and venue.

### **SCIENCES**

Candidates registering for Biology, Chemistry and Physics who are not resit candidates must note that the 3/2 Paper (alternate paper) is a practical examination. Candidates are therefore required to be proficient in the use of lab facilities at the institutions.

## SECTION E: FEES

### **NON-NATIONALS**

**All non-nationals** are required to pay the stipulated fees given by CXC and **ALL other local administrative fees**.

## **NATIONALS**

- I. Nationals who are registering for a subject(s) for the first time as a Private Candidate and are not attending a public school **are not required to pay any fees.**
- II. Nationals who attend a public school at present and are registering for a subject(s) in January 2020 for which they are not registered to sit in May-June 2020 **are not required to pay any fees.**
- III. Nationals who attend a public school at present and are registering for a subject(s) in January 2020 but are registered to sit the said subject(s) in May-June 2020 **must pay the Candidate and Subject Fees as well as any other associated fees.**
- IV. From May-June 2010 Nationals are entitled to two (2) free opportunities to register as a private candidate at each examination (CSEC or CAPE). Once the two (2) free opportunities have been utilized, the candidates **must pay the Candidate and Subject Fees as well as any other associated fees.**

## **FEE STRUCTURE**

<b>Candidate Fee</b>	<b>\$130.00</b>
<b>Administrative Fee</b>	<b>\$8.00</b>
<b>Subject Fee</b>	<b>\$135.00</b>
<b>Orals</b>	<b>\$3.00</b>
<b>Late Entry Fee</b>	<b>\$162.00</b>

**ALL PERSONS** who register **after 2<sup>nd</sup> September, 2019** must pay the non-refundable late entry fee.

Cash payment can be made at any one of the following Payment Offices:

- I. ***Revenue Collection Unit, Ministry of Education, Tower B, 5 St. Vincent St., Port of Spain;***
- II. ***Any District Revenue Office;***
- III. ***Administration Building, Tobago.***

Deposit Vouchers (available at the Payment Offices) must be used when the fees are being paid:

**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

**WITHDRAWALS:** Applications for complete withdrawals, subject withdrawals, and subject changes should be submitted in writing or via e-mail to [localregistrar@moe.gov.tt](mailto:localregistrar@moe.gov.tt) and will be considered up to **Wednesday 11<sup>th</sup> September, 2019.**

**REFUNDS:** Request for refunds **WILL NOT** be entertained after **Wednesday 11<sup>th</sup> September, 2019.**  
***IT SHOULD BE NOTED THAT ONLY THE SUBJECT FEES ARE REFUNDABLE.***

## SECTION F: DECLARATION

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 Number and Candidate Number will be available to candidates *during the last week of November, 2019*. Candidates should check CXC's student portal at "[ors.cxc.org/studentportal](http://ors.cxc.org/studentportal)" where a copy of their personal timetable can be obtained. Candidates are also required to go on the Ministry's website for their examination venue and any other related information.

Candidates MUST check ONLINE for the accuracy of their registration from **15<sup>th</sup> to 22<sup>nd</sup> November, 2019** using the website "[ors.cxc.org/studentportal](http://ors.cxc.org/studentportal)". You will be required to select 2020 JANUARY CSEC and enter a Birth Certificate PIN Number, Surname and Date of Birth.

Any inaccuracies must be reported to the Supervisor of Examinations, Ministry of Education, Examinations Section, Tower A, 5 St. Vincent Street, Port of Spain no later than **22<sup>nd</sup> November 2019**.

### Envelopes

Candidates will be required to submit two (2) self-addressed envelopes (25cm x 30cm) **to the Centre Supervisor, on the first day of his/her examination.**

One envelope will be used for the mailing of the certificate for which a **courier mail sticker (\$25.00) must be purchased from a TPOST outlet. Candidates must note that they should not write on the courier mail sticker nor affix this sticker to the envelope.**

The other envelope must have stamps to the value of two dollars (**\$2.00**) affixed.

Candidates should immediately notify the Local Registrar 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 **Friday 3<sup>rd</sup> January 2020**.

### Impersonation

**It should be noted that there are penalties for impersonation. A candidate who allows himself/herself to be impersonated, is disqualified completely from any examination 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 CXC examinations.**

**PLEASE CHECK THE MINISTRY'S WEBSITE [WWW.MOE.GOV.TT](http://WWW.MOE.GOV.TT) FOR KEY DATES, PRE AND POST JANUARY 2020 CSEC EXAMINATIONS.**