



The Government of the Republic of Trinidad and Tobago

## MINISTRY OF EDUCATION

### REGISTRATION FOR CARIBBEAN EXAMINATIONS COUNCIL (CXC) CARIBBEAN SECONDARY EDUCATION CERTIFICATE (CSEC) JANUARY 2023 EXAMINATIONS

12<sup>th</sup> September – 23<sup>rd</sup> September 2022

### 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.

❖ **Candidates must submit ONE application.**

**ONLY ONE application will be processed from each candidate.** Should more than one application be submitted, **ONLY the first one received will be processed.**

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

- Complete the REGISTRATION FORM online.
- If payment is required, Deposit Vouchers will be available at any of the Payment Offices (District Revenue Offices).
- The following documents must be uploaded:
  - 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.** For **NEW** Candidates, the name entered on the Registration Form must be the same indicated on the birth certificate.

For other (former) Candidates, the name entered on the Registration Form must be exactly the same as that on previous CSEC or CAPE certificate or preliminary results slip.

**B.** Your **Birth Certificate Pin number** is required. In addition to this, either your **Identification Card number, Driver’s Permit number or Passport number must be entered.**

**C.** Upon completion, candidates will receive an automatically generated acknowledgement via email as proof that the Ministry received your application.

## **SECTION B: e-TESTING FOR PAPER 1 (Multiple Choice Questions)**

For the January 2023 CSEC examinations, candidates are offered the opportunity of sitting the Paper 1 (multiple choice paper) electronically by e-testing. (Note that Paper 2 and Paper 3 will be done by traditional pen and paper). Candidates wishing to do their Paper 1 examination by e-testing must select the e-testing option on the registration form.

Candidates who choose the e-testing option for Paper 1 will be provided with access to CXC’s website to view various e-tests and attempt e-testing practice tests in their subject area.

The Ministry will provide a laptop computer for candidates’ use. Candidates however, may choose to bring their own laptop computer for e-testing examinations. Candidates who wish to bring their own device must indicate by ticking the BYOD option on the application form.

## **SECTION C: JANUARY SUBJECT LISTING**

The **CSEC** subjects for which applicants may register in January 2023 are listed in the following table:

<b>SUBJECT</b>	<b>RESIT</b>	<b>ALTERNATIVE PAPER TO SBA (Paper 3)</b>	<b>NON-SBA</b>	<b>TRANSFER SBA ACROSS SUBJECTS</b>
<b>Biology</b>	<b>Yes</b>	<b>No, Resit Only</b>		
<b>Chemistry</b>	<b>Yes</b>	<b>No, Resit Only</b>		
<b>English A</b>	<b>Yes</b>	<b>Yes</b>		<b>English B</b>
<b>English B</b>	<b>Yes</b>	<b>Yes</b>		<b>English A</b>
<b>Human and Social Biology</b>	<b>Yes</b>			
<b>Mathematics</b>	<b>Yes</b>	<b>Yes</b>		
<b>Office Administration</b>	<b>Yes</b>	<b>Yes</b>		
<b>Physics</b>	<b>Yes</b>	<b>No, Resit Only</b>		
<b>Principles of Accounts</b>	<b>Yes</b>	<b>Yes</b>		<b>Economics, POB</b>
<b>Principles of Business</b>	<b>Yes</b>	<b>Yes</b>		<b>Economics, POA</b>
<b>Social Studies</b>	<b>Yes</b>	<b>Yes</b>		
<b>Spanish</b>			<b>Yes</b>	

**Candidates must select one of the options associated with each subject.**

**RESIT:** Candidates who wish to reuse their SBA marks obtained in the May/June 2021 or May-June 2022 examinations must select the Resit option. **The candidate's 2021 or 2022 CSEC Candidate Number is required.**

**ALTERNATE:** NEW Candidates or Candidates who do not wish to re-use an SBA, must select Alternate (Paper 3/2).

### **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 2022**. If no notification is received by **16<sup>th</sup> December 2022**, please contact the Examinations Unit.

### **SCIENCE SUBJECTS**

**Candidates may register for Biology, Chemistry and Physics as RESIT candidates ONLY.** Note that a **Resit** candidate is one who wishes to use an SBA from the 2021 or 2022 exam sitting. The Alternative Paper 3/2 (science practical) will **NOT** be offered at the January sitting.

Candidates wishing to register for Biology, Chemistry, Physics and are required to write the practical paper (Paper 3/2) may register for the exam at the June 2023 sitting.

## **SECTION D: EXAMINATION CENTRE LOCATIONS**

You must enter a Preferred Centre Location. The Preferred Centre Location is your area of choice for writing the January 2023 CSEC examinations. The locations 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			

Candidates will be issued a candidate number. The first six digits of this number represents the Centre number. The Ministry reserves the right to allocate candidates to any centre for the examinations.

## **SECTION E: CANDIDATE IDENTIFICATION**

Candidates **MUST** present a form of valid picture ID on the day(s) of their examination:  
Driver's permit or national ID card or passport.

## SECTION F: FEES PAYABLE

### NON-NATIONALS

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

### NATIONALS

- I. Nationals are entitled to **ONE** free opportunity to register as a private candidate at CSEC or CAPE examinations. **Candidate who have already used their one free sitting must pay the Candidate Fee, Subject Fees as well as all other associated fees.**
- II. Nationals who **attend public schools** at present and are registering for a subject(s) which they are registered to sit through the school in May-June 2023 **are required to pay ALL applicable fees.**
- III. Nationals who **attend public schools** at present and are registering for a subject(s) which they are **not registered** to sit through the school in May-June 2023 **are not required to pay any fees. This however, will be considered as the one free opportunity utilised.**

Candidates eligible to pay fees MUST upload proof of payment (picture of payment receipt). **Failure to do so will result in the application not being processed.**

## FEE STRUCTURE

### CSEC

<b>Candidate Fee</b>	<b>\$137.00</b>
<b>Administrative Fee</b>	<b>\$8.00</b>
<b>Subject Fee</b>	<b>\$140.00</b>
<b>Orals</b>	<b>\$3.00</b>

E.g. One Subject = \$285.00      Two Subjects = \$425.00      Three Subjects = \$565.00

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

- I. **Any District Revenue Office in Trinidad;**
- II. **Victor E Bruce Building, Market Square, Scarborough, Tobago.**

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

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

**FORM CB:** Head: 07/01/ED1/004 - External Examinations – Administrative/Local Fees

## **WITHDRAWALS:**

Applications for complete withdrawals or subject withdrawals should be submitted in writing or via e-mail to the Local registrar - [localregistrar@moe.gov.tt](mailto:localregistrar@moe.gov.tt) - and will be considered up to **Friday 21<sup>st</sup> October, 2022.**

## **REFUNDS:**

Request for refunds **WILL NOT** be entertained after **21<sup>st</sup> November 2022.** It should be noted that **ONLY SUBJECT FEES ARE REFUNDABLE.**

## **SECTION G: DEFERRALS**

Candidates who received official notification from the Ministry of Education of deferral from the June 2022 CSEC sitting to the January 2023 CSEC sitting must reregister online for the January 2023 CSEC examinations. Note that deferral does not mean automatic registration.

Candidates must register for the same subjects for which deferral was granted. No further fees are payable for deferred subjects.

## **SECTION H: TIMETABLES**

The official timetable giving the Centre Number and Candidate Number will be available to candidates *during the **first week in December 2022.*** 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 required to select 2023 JANUARY CSEC and enter a Birth Certificate PIN Number, Surname and Date of Birth.

**Candidates are also required to visit the Ministry's Examinations page ([www.exams.moe.gov.tt](http://www.exams.moe.gov.tt)) to view their examination centre, candidate number and subjects registered.**

The January 2023 CSEC examinations will be conducted during the period **4<sup>th</sup> – 31<sup>st</sup> January 2023.**

## **SECTION I: SPECIAL ASSESSMENT ARRANGEMENTS (Concessions)**

Candidates may request Special Assessment Arrangements (concessions) from CXC. Such candidates must submit a report from a medical doctor/consultant, obtained within the past two years, that gives details of the condition experienced. An **EXA51** form, which can be obtained from the Examinations Unit of the Ministry of Education, must also be completed.

Special Assessment Arrangements must be requested **no later than 21<sup>st</sup> October 2022.**

## **SECTION J: ENVELOPE FOR POSTAGE**

Candidates are required to bring one 12" X 10" envelope on the day of their first examination. The envelope must be self-addressed and must bear the required value of postage stamp stuck on the upper right corner. It must be given to the Supervisor at the Examination Centre.

This envelope will be used to post your CSEC Certificate to you when it is issued by CXC.

## **SECTION K: DECLARATION**

The CXC database indicates candidates' attempts/ sittings at previous January and May/June CXC Examinations. Each candidate's examination history is checked and verified when applications are received for processing. Please be advised that any attempt at dishonesty or stated inconsistency will render the application void and result in the application not being considered.

It should also be noted that there are penalties for impersonation. A person who impersonates another is liable to be charged for the offense. Any candidate who allows himself/herself to be impersonated is disqualified completely from any examination for which he/she is entered and debarred from the Caribbean Examinations Council's examinations for two (2) years. Further, legal action may be taken against both candidate and impersonator in order to protect the integrity of CXC's examinations.

**NB! APPLICATIONS FROM CANDIDATES WHO DID NOT MAKE REQUISITE PAYMENTS WILL NOT BE PROCESSED.**