

EXAM CENTRE

GUIDELINES

Welcome to Peak Academy International School!

We have created this document for you to use as a guide as you register for the Cambridge Assessment International Education examinations. The guidelines provided in this document apply to Peak Academy (Centre #ZA340) which may differ from other examination centres.

At Peak Academy we accommodate **Peak students** as well as **private candidates**. However, kindly note that exam seating is limited and therefore priority is given to Peak students. Peak Academy reserves the right of admission to all its facilities and reserves the right to decline registration for specific candidates. This decision is based on available capacity and any access arrangements a candidate may require.

You are not guaranteed a seat in this exam session until the full examination fee has been deposited and cleared in Peak Group's bank account.

Peak Academy Exam Co-ordinator:

If you have any questions throughout this process, please get in touch with our Exam Co-ordinator, Hannah Cilliers, using this email address: examco-ordinator@peakacademy.co.za

Registration Dates (October/November 2025):

Registration opens: Friday, 13th of June 2025

Registration closes: Friday, 15th of August 2025

Late registration: Saturday, 16th of August 2025 until Friday, 19th of September

Very late registration: Saturday, 20th of September until Tuesday, 30th of September

All registrations close: Tuesday, 30th of September

+27 21 782 0659 @ info@peakacademy.co.za

56 1st Avenue, Fish Hoek, Cape Town, 7975

WCED CEMIS# 0100000722 CAMBRIDGE CENTRE# ZA340

Principal: Mr. Kevin Forrester

Peak Academy is a subsidiary of PEAK GROUP (PTY) LTD

peakacademy.co.za



Online Application Form:

While we have made every effort to make this process as simple and efficient as possible, **please note that it is your responsibility, as a parent and an exam candidate, to double check all the details given pertaining to the correct spelling of first names and surnames, the correct ID number, contact numbers, and email addresses, as well the subject information listed according to the exams to be written.**

The online application form is available on our website – <https://www.peakacademy.co.za/>

You will need the following documentation to complete the application form:

- a PDF copy of the candidate's ID book/card or birth certificate
- a jpeg ID photo sized photograph of the candidate

Please make sure that you have all relevant documentation with you, so you can finish completing the form.

Choosing Your Subjects:

The subjects that you may choose from are divided into 3 categories (IGCSE, AS & A LEVELS) and will be shown as follows.

Biology extended | 0610 | paper21,41,61 | CX

↑ ↑ ↑ ↑

name of subject | subject code | paper numbers | option code

On completion of this application form and by pressing the “submit” button you will be able to see that a copy of the form was submitted.



Statement of Entry:

On receipt of the registration, an unsubmitted statement of entry (SOE) will be emailed which will give you another opportunity to double check all the information provided has been captured correctly onto the system. The statement of entry will include: the candidate's full name (as it will appear on the final certificate from Cambridge), the subjects they are registered to write, the dates of their scheduled exams, and their candidate number (this is to be used on all exam papers and scripts). The statement of entry will be emailed to the email address that you have provided on the application form. **You MUST reply to confirm that all the information provided is correct.**

Please pay attention to the dates on the statement of entry. The exams are not listed in date order, so candidates must check the information carefully.

Payment Invoice:

After you have confirmed that all the information is correct as reflected on the statement of entry, an invoice will be generated and emailed to the parents for final payment. Please note that only once full payment has been made and cleared in Peak Group's bank account will your seat be confirmed for the exam. You will receive, in confirmation of registration, a final and submitted statement of entry. When making payment please ensure that you use the candidate number for us to allocate your payment. If you have previously written at another exam centre, kindly use the same candidate number. You are welcome to make payment prior to receiving the invoice. Proof of payment is to be sent to michelle@peakacademy.co.za

Banking Details:

Name: Peak Group (Pty) Ltd
Bank: First National Bank Branch
Code: 210554
Account Number: 62797454156
Swift Code: FIRZAJ
Reference: Student Candidate Number

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Late Registrations:

We understand that you could have missed the deadlines set out above and we allow late applications after the due date. There are 2 stages of late entries (please see registration dates above). However, there are penalties associated to the late registration and can be found on the exam fees structure on our website.

Withdrawals:

Please note that should withdrawals be made after registrations have closed, subject fees will not be reimbursed.

Examination Timetable:

Cambridge Assessment International Education exams are divided into different administrative zones. Our timetable is **Administrative Zone 3**. Your statement of entry will reflect the dates and days on which you will write your scheduled exam. The exam period runs for approximately two months (May – June & October – November). There are two sessions in a day (**AM & PM sessions**). Peak Academy will send you the centre information detailing the start time of these sessions to the parent/candidate email address provided on the application form a few weeks before the start of the examination session.

Examination Venue:



Our exam centre is located at Overflow Church. The address is **30 Main Road, Fish Hoek**.

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Access Arrangements:

Should your child require an access arrangement (dispensation), please note that an Educational Psychologist Report is needed. **It must not be older than four years and must be submitted for consideration.** This report needs to be uploaded and submitted with your registration form. The application for access arrangements is subject to consideration by the exam centre and Cambridge International directly. Requested access arrangements are not allowed if they affect the assessment objectives e.g. A human reader will not be allowed in language exams.

Additional fees will be charged for access arrangements. This additional fee includes scribes, readers, laptops, prompters etc. Please refer to exam fees schedule. We will only consider a request on receipt of the Educational Psychologist Report. We cannot guarantee approval on the requested access arrangements.

All the best.

Kind regards,

Hannah Cilliers
Exam Co-Ordinator

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