



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 number #ZA340**) and may differ from other examination centres.

At Peak Academy we accommodate for **Peak Students** as well as **Private Candidates**. Exam seats are limited, and priority is given to Peak students. Peak Academy reserves the right of admission to all its facilities and reserves the right to refuse candidates to write specific exams based on capacity as well as access arrangements that any candidate may need.

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.

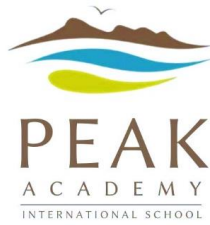
Peak Exam Co-ordinator

Should you have any questions throughout this process you can get in touch with our exam co-ordinator, Lauren Overbosch. Her email address is examco-ordinator@peakacademy.co.za. Please note that the best way to correspond with her is through the email address given.

PEAK ACADEMY INTERNATIONAL SCHOOL

The PEAK, 72 Main Road, Fish Hoek, 7975, Tel (021) 782 0659 / Email: info@peakacademy.co.za
Junior High Head of Campus: **Ms Tamara Bright** | Senior High Head of Campus: **Mr Kevin Forrester**
REG. NO. 2018/440921/07 | CEMIS NUMBER: 0100000722 | CAMBRIDGE CENTRE NUMBER: ZA340





Registration Dates (Oct/Nov 2024)

Registration opens:	5 th June 2024
Access arrangements deadline:	15 th July 2024
Registration deadline:	1 st August 2024
Final payments due:	8 th August 2024
Registration deadline for retake entries:	30 th August 2024
Late registrations (stage 1):	2 nd August 2024 – 21 st September 2024
Late registrations (stage 2):	22 nd September 2024 onwards

Online Application form

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 information that you have given regarding the correct spelling of names, the correct ID information as well the correct subject information that will be written.

You will be able to find the online application form on our website – peakacademy.co.za. Please ensure that when you start completing the form that you have all the relevant information and documents to be able to complete the application form. You will need the following 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.

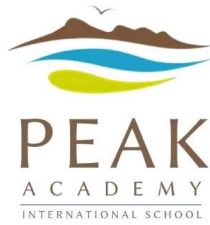
Choosing your subjects

The subjects that you can 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

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

Statement of Entry

On receipt of the registration, a Statement of Entry will be generated which will give you another opportunity to double check all the information provided has been captured correctly onto the system. A Statement of Entry is a statement with all the subjects that you have selected to write for this session. The statement will include the candidate’s full name (This is the name that will appear on the final certificate from Cambridge Assessment International Education), and a **candidate number** will also be allocated (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 will be required to reply and confirm that all the information provided is correct.

Payment Invoice

After you have confirmed all the information is correct on the statement of entry, an invoice will be generated and sent to you via email 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 in the form of a final and completed Statement of Entry. When making payment please ensure that you have used the candidate number for us to allocate your payment. If you have written at another exam centre previously your candidate number will remain the same and you are welcome to make payment prior to getting the invoice. A 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: FIRNZAJ

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). There are penalties associated to the late registration and can be found on the Exam Fees structure on our website.

Withdrawals

Please note that withdrawal fees may be incurred after registrations have closed.

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/days on which you will write your scheduled exam. The exam period runs for approximately 2 months (May – June and 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 email address provided on the application form a few weeks before the start of the examination session.



Examination Venue

PEAK EXAM CENTRE DIRECTIONS

From Cape Town
Head South on the M3 towards Muizenberg, Continue onto exit 23 (steenberg road), Turn Right on to Main road and head south for approximately 8.3 km, Once you have entered Fish Hoek continue past the police station on the right side. The exam centre will be on the same side one block further. Drive into the property from the Main road and exit on Carlton road.

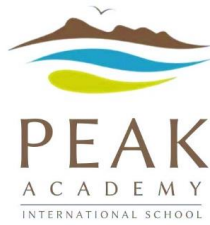
From Peak Academy
Exit the parking area turning right on De Waal Road, At the stop street turn Left onto Main Road The Exam Centre will be on the left-hand side immediately after Carlton Road. Drive into the property from the Main road and exit on Carlton road.

While you wait...
Make your way back to the Peak building and enjoy some good coffee and free wifi at the cafe. Loads of Parking behind Peak.



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Examination Rules

All candidates will be informed of the rules prior to writing. Please see the information to candidates below.

Information to Candidates

Access Arrangements (Dispensations):

Should your child require an access arrangement (dispensation), please note that an Educational Psychologist Report must be submitted for *consideration, this must 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 will not be 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 includes Scribes, Readers, Laptops, prompters etc. - Please refer to exam fees schedule.

We will only consider a request on receipt of the Educational Psychologists Report. We cannot guarantee approval on the requested access arrangements.

Please email examco-ordinator@peakacademy.co.za if you require any further assistance regarding access arrangements.

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