

# 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**. However, kindly note that exam seats are limited, and priority is therefore 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.

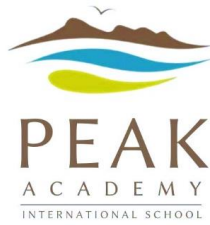
### **Peak Exam Co-ordinator**

Should you have any questions throughout this process you may get in touch with our exam co-ordinator, Lauren Overbosch. Her email address is [examco-ordinator@peakacademy.co.za](mailto:examco-ordinator@peakacademy.co.za). Please note that the best way to correspond with her is through the email address stated above.

### **PEAK ACADEMY** INTERNATIONAL SCHOOL

The PEAK, 72 Main Road, Fish Hoek, 7975, Tel (021) 782 0659 / Email: [info@peakacademy.co.za](mailto: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 (May/June 2025)**

|                               |                                                              |
|-------------------------------|--------------------------------------------------------------|
| Registration opens:           | 13 <sup>th</sup> November 2024                               |
| Access arrangements deadline: | 07 <sup>th</sup> February 2025                               |
| Registration deadline:        | 07 <sup>th</sup> February 2025                               |
| Final payments due:           | 12 <sup>th</sup> February 2025                               |
| Late registrations (stage 1): | 08 <sup>th</sup> February 2025 – 17 <sup>th</sup> April 2025 |
| Late registrations (stage 2): | 18 <sup>th</sup> April 2025 onwards                          |

### **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 Forename/s and Surname, the correct ID number as well the Subject information listed according to the exams to be written.

The online application form is available on our website – [peakacademy.co.za](http://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.

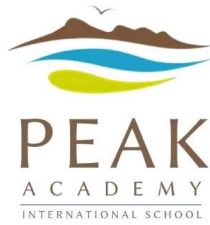
### **Choosing your subjects**

The subjects that you 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

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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 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), the dates of their scheduled exams as well 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 will be required to reply and confirm that all the information provided is correct.

### **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 sent to the Parent’s 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, 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 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](mailto:michelle@peakacademy.co.za) .

#### **Banking Details:**

**Name:** Peak Group (Pty) Ltd

**Bank:** First National Bank

**Branch code:** 210554

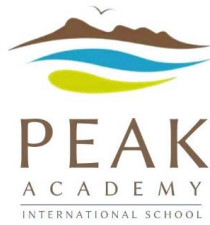
**Account Number:** 62797454156

**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 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/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 **parent** 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.

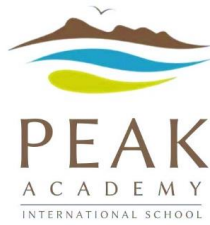
From Peak Academy  
Exit the parking area turning right on De Waal Road, At the stop street turn Left onto Main Road The Exam Centre will be on the left-hand side immediately after Carlton Road. Drive into the property from the Main road and exit on Carlton road.

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 report 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 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 Psychologists Report. We cannot guarantee approval on the requested access arrangements.

Please email [examco-ordinator@peakacademy.co.za](mailto:examco-ordinator@peakacademy.co.za) if you require any further assistance regarding access arrangements.

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