**Our Ref:** CES/SH/E/2 Vol. 1 **Date:** 24 March 2023

 **Circular No. 07**

**25 25**

**INSTRUCTIONS TO PRIVATE CANDIDATES**

**CAMBRIDGE GCE ‘O’ / ‘A’ LEVELS OCTOBER/NOVEMBER 2023 EXAMINATIONS**

**Read carefully the following before filling in the Candidate Entry Form**

1. **ENTRIES AND MODE OF PAYMENTS**

Candidates are requested to effect payment by Bank Transfer, Internet Banking, Office Cheque and SBM Mobile App or MCB Juice from **Monday 03 to Friday 07 April 2023** and late entries on **Tuesday** **02 to Thursday 04 May 2023**, solely on the MES account below:

|  |  |
| --- | --- |
| **Bank Name** | State Bank of Mauritius |
| **Account Name** | Mauritius Examinations Syndicate |
| **Account No** | 61025100001116  |

**Note:**

(i) If payment is effected by Bank Transfer, the **candidate’s name** must be mentioned

 on Bank Transfer form.

 (ii) For Internet Banking, SBM Mobile app or MCB Juice, the **candidate’s** **name** must be inserted in the remarks section of the transaction screen.

1. **AMENDMENT OF ENTRY/ADDITIONAL SUBJECT(S)**
2. Amendments after submission of online application will not be permissible.
3. Request regarding Change of Option or Change of subject(s) will be entertained against payment of Rs 313.
4. Request for additional subject(s) will be entertained against payment of the subject(s) fee and of Rs 313.
5. Requests regarding the above number B (ii) and (iii) should be submitted to the MES in writing by **Tuesday 04 Ju1y 2023** along with the Proof of Payment or by email (*cs.cie.section@mesonline.mu*) (copy of proof of payment should be attached).
6. Requests for correction of name and date of birth should be submitted to the MES by **Friday 21 July 2023** at latest. Please enclose a copy of your birth certificate.
7. Any amendment received after **Tuesday 04 July 2023** will entail payment of Cambridge late fees. The Cambridge Examinations Section should be contacted for details of late fees.
8. **REFUND OF FEES**
9. **PART OR FULL CANCELLATION OF ENTRY**

Request for a part or a full cancellation of your entry should be submitted to the Mauritius Examinations Syndicate (**Attn: Mr N Maudarbocus, Senior Examinations Officer, Cambridge Examinations Section**) by **Tuesday 04 July 2023**. Your request should be submitted on the **Special Form PCP** (Part Cancellation) or **FCP** (Full Cancellation) available on our website **http://mes.govmu.org** (Select Examinations/Secondary/Cambridge GCE). Please enclose copies of Proof of payment and copy of Bank Account number and National Identity Card (NIC) for Account Holder. No such request will be entertained after **Monday 17 July 2023.**

1. **WITHDRAWAL OF ENTRY ON MEDICAL GROUNDS**

**An application for a refund on medical ground will be considered only when accompanied by a statement from a medical practitioner issued during the examination period to the effect that you were unable to sit for the examination. Such application should reach the Mauritius Examinations Syndicate not later than one week after the examination** (**Attn: Mr N Maudarbocus, Senior Examinations Officer, Cambridge Examinations Section**)**.** Your request should be submitted on the **Form WFP** (Withdrawal Form Private) available on our website **http://mes.govmu.org** (Select Examinations/Secondary/Cambridge GCE). Please enclose copies of Proof of payment and copy of Bank Account number and National Identity Card (NIC) for Account Holder.

1. **ACCESS ARRANGEMENT (‘o’ & ‘A’ levels)**

Candidates who have permanent disabilities are requested to submit to the Mauritius Examinations Syndicate an application for Access Arrangement accompanied by a medical certificate from a medical practitioner not later than **Wednesday 19 July 2023**. Please note that Access Arrangements must be based on evidence of the candidate’s barrier to assessment and evidence of the candidate’s need. The evidence of need will vary depending on the disability and the Access Arrangements you are applying for. Evidence must meet the following guidelines:

1. the medical certificate submitted by candidate must be in English Language
2. candidate requesting for extra time must be in form of percentage (e.g. 25% extra time, 50% extra time, etc.) not in minutes
3. the medical certificate must specify the nature of illness and the type of Access Arrangement to be provided to candidate

**E. GENERAL INSTRUCTIONS**

The following are brought to your kind attention:

1. **No candidate is allowed to enter simultaneously as a private and school candidate.** Should any candidate do so, he/she will be compelled to withdraw from either entry. In no case the Mauritius Examinations Syndicate will accept duplicate entries.
2. No candidate is allowed to enter for both ‘O’ and ‘A’ Levels for the same examination session.
3. Candidates are **strongly** advised to consult the current subjects and syllabuses available on the MES website (**http://mes.govmu.org**  *– Home page under heading ‘Quick links’ – CIE Syllabus and Support Materials)* before making their entry.
4. Candidates entering for Advanced Level examination may offer up to **four** subjects. Please note that only **English General Paper (8019)** is available at *Subsidiary Level*. Candidates entering for Ordinary Level examination may offer up to **nine** subjects.
5. Candidates will be able to make only **ONE** application online.
6. Candidates are advised to be **careful** when filling in Entry Forms as any request for a change of subject will entail payment of additional fees once the entries have been submitted to Cambridge International.
7. It is very important to note that once an Examination Centre has been allocated (after issue of provisional timetable individually by post), the Mauritius Examinations Syndicate will not consider any request for change of Examination Centre.
8. No arrangement will be made by the MES in case of clash in timetable with other examining bodies.
9. Candidates will **not** be permitted to offer a subject which requires coursework/project assessment or has an entry clash.
10. **Carry Forward Option (O Level) -** Coursework marks may be carried forward for certain subjects only. This option is available once **within thirteen months** of the assessment session for which the coursework was originally submitted and may be used **on only one occasion**.
11. All candidates entering for English Language (**1125** or **1126**) at Ordinary Level will have to take the **Oral Paper** which **carries 12% of the total marks**.
12. You are informed that when your entry is submitted to MES, the personal data is forwarded to Cambridge International and other related third parties. In case of any change in your personal data, you must notify the MES immediately.
13. **RULES FOR CAMBRIDGE ASSESSMENT INTERNATIONAL EXAMINATIONS**

“Posters” in connection with Examination and “Notice to Candidates” are displayed inside as well as at the entrance of all rooms where examinations are held. Posters display warnings of unauthorised materials in the examination room. The notice provides candidates with Rules of examinations which should be strictly adhered to.

1. **SUSPECTED MALPRACTICE CASES**

Candidates involved in malpractice, risk being disqualified or barred from examinations for up to five years. The following are examples of candidate malpractice. Please note that the following list is not exhaustive and Cambridge may consider other instances at their discretion:

* Bringing unauthorised material into the examination room or accessing unauthorized materials during the exam.
* Disruptive behavior in the exam room (including talking or attempting to talk to other candidates and/or using offensive language).
* Use of mobile phones or any other electronic devices.
* Using a calculator when this is forbidden.
* Collusion or attempted collusion with other people during the exam.
* Copying from another student.
* Impersonation: pretending to be someone else, or arranging for another person to take their place in an exam.
* Plagiarism: not giving sources and/or submitting another person’s work as if it is their own.
* Failing to follow invigilator’s instructions.
* Failing to follow the conditions of supervision designed to maintain the security of the exams.
* Stealing another person’s work.
* The deliberate destruction of another’s work.
* Including threatening, offensive or obscene material in scripts or coursework.
* The alteration, falsification or mis-representation of any results information, including certificates.
* Behaving in such a way as to undermine the integrity of the exam.
* Any attempt to reveal the content of exams outside the examination room for 24 hours after sitting the examination.
* Looking for, getting, receiving, exchanging or passing on conditional or fake exams material in any way.