

Dear Candidates

Kindly take note of the following information regarding the **Cambridge International Examinations (CIE)** for external students:

1. The registration period for the October/November 2022 examinations is: **15 June to 29 July 2022.**

2. Examination Fees for 2022:

• **IGCSE Subjects-** N\$2 600 per subject.

• **AS Level Subjects-** N\$3 000 per subject.

• **A Level Subjects-** N\$3 500 (two/three components); **NS4 000.00** (for all components of the subject)

3. Option and component codes can be found on <https://www.cambridgeinternational.org/programmes-and-qualifications/cambridge-upper-secondary/cambridge-igcse/subjects/> as well as <https://www.cambridgeinternational.org/programmes-and-qualifications/cambridge-advanced/cambridge-international-as-and-a-levels/subjects/>

4. This amount must be transferred into the school account, only on the day of registration.

BANKING DETAILS

Deutscher Schulverein Windhoek (1949)

Bank: FNB Namibia

Account Number: 6209 367 0472 (Current Account)

Branch Code: 281-872

Reference: SurnameInitialCIEExam

5. Candidates must send the **proof of payment** to payment@dhps-windhoek.com; x.pieterse@dhps-windhoek.com upon payment of their examination fees.

6. Candidates can only be registered for the examination after having spoken to the exam officer to confirm availability of space, completed the official exam entry form, paid their examination registration fees and having forwarded their proof of payment to the Examinations Officer.

7. Candidates will not be entitled to claim back their examination fees if they are absent from the examination, or if their results are declared null and void because of irregularities, or if they sit for an exam other than the one registered for.

8. Examination fees are for the October/November 2022 examination series **only** and cannot be transferred to the next examination series.

9. The last day for verifying entries (correct personal details, correct subject registration) for the October/November examinations is **5 August 2022**. Candidates will be contacted via e-mail. Once a candidate has signed to verify the correct entry details, the school cannot be held responsible for any errors.

10. Please note that after 5 August no amendments to entries for the October/November examinations will be accepted. No refunds of exam fees or cancellations after this date are possible.

11. Candidates are advised to dress appropriately (smart casual) when coming for exams.

12. Ensure that you obtain information regarding the starting times of your exams from the CIE timetable sent to candidates. **AM key time being at 11:00 and PM key time is at 15:00.**

13. Ensure that you are on time for your exams and are able to present an **original** identity document i.e., National Identity, Driver's License, Valid Passport together with your original **CIE Statement of Entry**.