

Dear Candidates

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

1. The registration period for the May/June 2025 examination is: **25 November 2024 to 24 January 2025.**

Please note: Payment should be made on or before the deadline for registration.

2. Examination Fees for 2025:

- **IGCSE Subjects-** N\$3500 per subject.
- **AS Level Subjects-** N\$4000 per subject.
- **AS Level Science Subjects-** N\$4500 per subject.
- **A Level Subjects-** N\$5000.00 for two components.
N\$8000.00 all four components.

3. The amount must be transferred into the school account.

BANKING DETAILS

Deutscher Schulverein Windhoek (1949)

Bank: FNB Namibia

Account Number: 6209 367 0472 (Current Account)

Branch Code: 281-872

NB! Reference: SurnameInitialCIEExam (e.g. BothaECIEExam)

It is important to include a reference for this purpose.

4. Candidates must send the **proof of payment** to payment@dhps-windhoek.com and attach it to the Electronic Application Form upon payment of the examination fees.

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

It is important to make sure that there is space available for the AS Level science subjects before you register for them by speaking to the examinations officer.

6. 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.
7. Examination fees are for the May/June 2025 examination series **only** and cannot be transferred to the next examination series.
8. The last day for verifying entries (correct personal details, correct subject registration) for the examinations is **31 January 2024**. 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.
9. Please note that entries received after the closing date (if there is still place available) and amendments to entries for the May/June examinations after 24 January will be regarded as late entries and will incur an additional late fee. No refund of exam fees or cancellations after this date is possible.
10. Candidates are advised to dress appropriately (smart casual) when coming for exams. Respect the rules of our school campus.
11. Ensure that you obtain information regarding the starting times of your exams from the CIE timetable sent to candidates. **AM key time being 11:00 and PM key time is 15:00. PLEASE NOTE: Key times are not starting times.**
12. 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. A student will not be allowed to write any exam without these documents present.**
13. **All correspondence via email only to cambridge@dhps-windhoek.com**