

General information for Private Candidates

Services:

Cambridge Examination Entry: DHPS assists Private Exam Candidates to enter and write Cambridge Examinations for IGCSE and AS/A Level qualifications.

Academic Consultations: Should you have any academic, qualification, paper combination or general enquiry, Private Exam Candidates can write an email to cambridge@dhps-windhoek.com

Registration and course material:

Private Exam Candidates are not registered as Deutsche Höhere Privatschule students. Private Exam Candidates do not receive course material.

Paper selection:

It is the responsibility of the Private Exam Candidate to research their course and exam paper selections prior to entering for examinations, in order to ensure they achieve their desired result. If academic advice is required, an academic consultation prior to entering for the examinations can be arranged.

Results:

All examinations are marked by Cambridge in the UK.

No examination papers are returned by Cambridge.

Provisional results are released on results day.

Results breakdown:

UNGRADED: Indicates that the candidate's performance fell short of the standard required for a Grade. The qualification in that subject is therefore not achieved.

NO RESULT: Indicates that a result cannot be issued because of absence for the whole or part of the examination in the syllabus or because of a Cambridge decision not to issue a result for some other reason.

PENDING: Indicates that a result cannot be issued at present but will follow in due course.

Cambridge charges a substantial fee for Results Enquiries. A breakdown of these fees and the procedure for Results Enquires can be emailed upon request.

Certificates:

Original Certificates are only received from Cambridge 3 months after the close of an exam session.

Certificates can be collected from the school in Church Street. An email request needs to be sent to cambridge@dhps-windhoek.com and Certificates will be made available 48hrs after receiving the request.

Couriering of certificates is at the cost of the person requesting the courier

Fees and Penalties:

Candidate entry fees, penalty fees and all administrative fees are non-refundable.

Penalties are based on application date.

Penalties will not be waived regardless of the circumstances.

We are a fully registered Cambridge Examination Centre in our own right and may have different entry and closing dates as well as penalty fees.

Cambridge examination entries are only processed once online payment has been completed.

Special Arrangements / Concessions:

Should you require special exam arrangements (such as additional time or exam equipment and etc.), then you will need to request a quotation from the Private Candidate Team.

An email listing the examinations you wish to write accompanies with a Doctor's note or Psychologists report requesting the special arrangements will need to be sent to cambridge@dhps-windhoek.com

The request will then be sent to Cambridge for a decision.

In the event you are granted the special arrangement, readers and scribes should be provided at your cost.

Cambridge requires an application be completed prior to **each** exam session.