



The Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

REGISTRATION FOR CARIBBEAN EXAMINATIONS COUNCIL (CXC) CARIBBEAN SECONDARY EDUCATION CERTIFICATE (CSEC) CARIBBEAN ADVANCED PROFICIENCY EXAMINATION (CAPE)

JUNE 2023 EXAMINATIONS

3rd October – 14th October 2022

INSTRUCTIONS FOR PRIVATE CANDIDATES (*NATIONALS AND NON-NATIONALS*)

Please read these instructions carefully. Entry forms which are not completed in accordance with these instructions will **NOT** be processed.

ENTRY FORMS

Applications must be completed **ONLINE** on the prescribed form which will be available on the Ministry of Education's website <https://exams.moe.gov.tt/> . Hard copy forms will **NOT** be available at any of our offices.

- **Candidates must submit ONE application.**
ONLY ONE application will be processed from each candidate. Should more than one application be submitted, **ONLY the first one received will be processed.**

TO COMPLETE YOUR REGISTRATION, YOU MUST:

- Complete the REGISTRATION FORM online.
- If payment is required, Deposit Vouchers will be available at any of the Payment Offices (District Revenue Offices).
- The following documents must be uploaded:
 - Electronic Birth Certificate (with affidavit, where applicable).
 - Valid Picture Identification (Identification Card, Driver's Permit or Passport).
 - The official receipt for the fees paid (where applicable).
 - A recent (last six months) passport sized photo taken with a plain background.

SECTION A: GENERAL INFORMATION

In making an application, the following instructions must be followed:

A. For **NEW** Candidates, the name entered on the Registration Form must be the same indicated on the birth certificate.

For other (former) Candidates, the name entered on the Registration Form must be exactly the same as that on previous CSEC or CAPE certificate or preliminary results slip.

B. Your **Birth Certificate Pin number** is required. In addition to this, either your **Identification Card number, Driver’s Permit number or Passport number must be entered.**

C. Upon completion, candidates will receive an automatically generated acknowledgement via email as proof that the Ministry received your application.

SECTION B: e-TESTING FOR PAPER 1 (Multiple Choice Questions)

For the June 2023 CSEC examinations, candidates are offered the opportunity of sitting the Paper 1 (multiple choice paper) electronically by e-testing. (Note that Paper 2 and Paper 3 will be done by traditional pen and paper). Candidates wishing to do their Paper 1 examination by e-testing must select the e-testing option on the registration form.

Candidates who choose the e-testing option for Paper 1 will be provided with access to CXC’s website to view various e-tests and attempt e-testing practice tests in their subject area.

The Ministry will provide a laptop computer for candidates’ use. Candidates however, may choose to bring their own laptop computer for e-testing examinations. Candidates who wish to bring their own device must indicate by ticking the BYOD option on the application form.

SECTION C: JUNE 2023 SUBJECT LISTINGS

The CSEC subjects for which applicants may enter in June 2023 are listed in the following table:

SUBJECT	RESIT	ALTERNATIVE PAPER TO SBA	NON-SBA	TRANSFER SBA ACROSS SUBJECTS
Additional Mathematics	Yes	Yes		
Biology	Yes	Yes		
Caribbean History	Yes	Yes		
Chemistry	Yes	Yes		
Economics	Yes	Yes		POA, POB
English A	Yes	Yes		English B
English B	Yes	Yes		English A
French			Yes	
Geography	Yes	Yes		
Human and Social Biology	Yes	Yes	Yes	
Integrated Science SA	Yes	Yes		
Information Technology	Yes	Yes		
Mathematics	Yes	Yes		
Office Administration	Yes	Yes		
Physics	Yes	Yes		
Principles of Accounts	Yes	Yes		Economics, POB
Principles of Business	Yes	Yes		Economics, POA
Social Studies	Yes	Yes		
Spanish			Yes	

The **CAPE** subjects for which applicants may enter in June 2023 are listed in the following table:

SUBJECT	UNIT	RESIT	ALTERNATIVE PAPER TO SBA	TRANSFER SBA FROM ONE UNIT TO ANOTHER
Accounting	1 & 2	Yes	Yes	
Applied Mathematics	1 & 2	Yes	Yes	
Biology	1 & 2	Yes	Yes	
Caribbean Studies	1	Yes	Yes	
Chemistry	1 & 2	Yes	Yes	
Communication Studies	1	Yes	Yes	
Economics	1 & 2	Yes	Yes	Yes
Entrepreneurship	1 & 2	Yes	Yes	
Environmental Science	1 & 2	Yes	Yes	
French	1 & 2	Yes	Yes	
Geography	1 & 2	Yes	Yes	Yes
History	1 & 2	Yes	Yes	Yes
Information Technology	1 & 2	Yes	Yes	
Integrated Mathematics	1	Yes	Yes	
Law	1 & 2	Yes	Yes	Yes
Literatures in English	1 & 2	Yes	Yes	Yes
Logistics and Supply Chain Operations	1 & 2	Yes	Yes	
Management of Business	1 & 2	Yes	Yes	Yes
Physics	1 & 2	Yes	Yes	
Pure Mathematics	1 & 2	Yes	Yes	
Sociology	1 & 2	Yes	Yes	Yes
Spanish	1 & 2	Yes	Yes	
Tourism	1 & 2	Yes	Yes	

Candidates must select one of the options associated with each subject.

RESIT:

Candidates who wish to reuse their SBA marks obtained in the May/June 2021 or May-June 2022 examinations must select the Resit option. **The candidate's 2021 or 2022 CSEC/CAPE Candidate Number is required.**

ALTERNATE:

NEW Candidates or Candidates who do not wish to re-use an SBA, must select Alternate (Paper 3/2).

SECTION D: EXAMINATION CENTRE LOCATIONS

You must enter a Preferred Centre Location. The Preferred Centre Location is your area of choice for writing the January 2023 CSEC examinations. The locations are identified below:

Arima	Chaguanas/ Couva	Diego Martin	El Dorado/ St. Augustine
Point Fortin	Port of Spain	Princes Town	Rio Claro
San Fernando	San Juan/ Barataria	Sangre Grande	Siparia
Tobago			

Candidates will be issued a candidate number. The first six digits of this number represents the Centre number. The Ministry reserves the right to allocate candidates to any centre for the examinations.

SECTION E: CANDIDATE IDENTIFICATION

Candidates **MUST** present a form of valid picture ID on the day(s) of their examination: Driver's permit or national ID card or passport. Candidates 16 years and under who do not have a valid form of ID must provide a passport-sized picture behind which must be written 'I certify that this is a true likeness of the candidate 'student's name'. It must also be signed any of the following: parent/guardian/ teacher/ police officer/minister of religion.

SECTION F: FEES PAYABLE

NON-NATIONALS

All non-nationals are required to pay the stipulated fees given by CXC and ALL other local administrative fees.

NATIONALS

- I. Nationals are entitled to **ONE** free opportunity to register as a private candidate at CSEC or CAPE examinations. **Candidates who have already used their one free sitting at CSEC or CAPE examinations MUST pay the Candidate Fee, Subject Fees as well as any other associated fees.**
- II. Nationals who **attend public schools** at present and are registering for a subject(s) which they are registered to sit through the school in May-June 2023 **are required to pay ALL applicable fees.**
- III. Nationals who **attend public schools** at present and are registering for a subject(s) which they are **not registered** to sit through the school in May-June 2023 **are not required to pay any fees. This however, will be recorded as the one free opportunity utilised.**

Candidates eligible to pay fees **MUST** upload proof of payment (picture of payment receipt). ***Failure to do so will result in the application not being processed.***

FEE STRUCTURE

CSEC

Candidate Fee	\$137.00
Administrative Fee	\$8.00
Subject Fee	\$140.00
Orals	\$3.00

CAPE

Candidate Fee	\$137.00
Administrative Fee	\$8.00
Subject Fee	\$195.00

Cash payment can be made at any one of the following Payment Offices:

- I. ***Any District Revenue Office in Trinidad;***
- II. ***Victor E Bruce Building, Market Square, Scarborough, Tobago.***

Deposit Vouchers (**available at the Payment Offices**) must be used when fees are being paid:

FORM CA: Head: 07/01/ED1/013 - Examination Fees - Candidate and Subject Fees

FORM CB: Head: 07/01/ED1/004 - External Examinations – Administrative/Local Fees

NB! APPLICATIONS FROM CANDIDATES WHO DID NOT MAKE THE REQUISITE PAYMENTS WILL NOT BE PROCESSED.

WITHDRAWALS:

Applications for complete withdrawals or subject withdrawals should be submitted in writing or via e-mail to the Local registrar - localregistrar@moe.gov.tt - and will be considered up to **Friday 4th November, 2022.**

REFUNDS:

Request for refunds **WILL NOT** be entertained after **21st November 2022.** It should be noted that **ONLY SUBJECT FEES ARE REFUNDABLE.**

SECTION G: DEFERRALS

Candidates who received official notification from the Ministry of Education of deferral from the June 2022 CSEC sitting to the June 2023 CSEC sitting must reregister online for the June 2023 CSEC examinations. Note that deferral does not mean automatic registration.

Candidates must register for the same subjects for which deferral was granted. No further fees are payable for deferred subjects.

SECTION H: TIMETABLES

The official timetable giving the Centre Number and Candidate Number will be available to candidates *during the first week in April 2023*. Candidates should check CXC's student portal at "ors.cxc.org/studentportal" where a copy of their personal timetable can be obtained. Candidates are required to select 2023 JUNE CSEC or 2023 CAPE and enter their Birth Certificate PIN Number, Surname and Date of Birth.

Candidates are also required to visit the Ministry's Examinations page (www.exams.moe.gov.tt) to view / verify their examination centre, candidate number and subjects registered. Candidates must verify their registration information **no later than 18th November 2022**. Candidates must inform the Ministry of any errors in registration by e-mail to localregistrar@moe.gov.tt

SECTION I: SPECIAL ASSESSMENT ARRANGEMENTS (Concessions)

Requests for Special Assessment Arrangements (concessions) for candidates with known disabilities may be submitted by hand to the Ministry of Education. Candidates must provide a report from a medical doctor/consultant, obtained within the past two years, that gives details of the condition experienced. An **EXA51** form, which can be obtained from the Examinations Unit of the Ministry of Education, must also be completed.

Special Assessment Arrangements requests, as well as requests for Braille and enlarged print question papers must be submitted to the Ministry **no later than 14th October 2022**.

SECTION J: ENVELOPE FOR POSTAGE

Candidates are required to bring one 12" X 10" envelope on the day of their first examination. The envelope must be self-addressed and must bear the required value of postage stamp stuck on the upper right corner. It must be given to the Supervisor at the Examination Centre.

This envelope will be used to post your CSEC/CAPE Certificate to you when it is issued by CXC.

SECTION K: DECLARATION

The CXC database indicates candidates' attempts/ sittings at previous January and May/June CXC Examinations. Each candidate's examination history is checked and verified when applications are received for processing. Please be advised that any attempt at dishonesty or stated inconsistency will render the application void and result in the application not being considered.

It should also be noted that there are penalties for impersonation. A person who impersonates another is liable to be charged for the offense. Any candidate who allows himself/herself to be impersonated is disqualified completely from any examination for which he/she is entered and debarred from the Caribbean Examinations Council's examinations for two (2) years. Further, legal action may be taken against both candidate and impersonator in order to protect the integrity of CXC's examinations.