



The Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

APPLICATION FOR CARIBBEAN EXAMINATIONS COUNCIL (CXC) CARIBBEAN SECONDARY EDUCATION CERTIFICATE (CSEC) & CARIBBEAN ADVANCED PROFICIENCY EXAMINATION (CAPE) MAY-JUNE 2025 EXAMINATIONS

1st October – 14th October 2024

INSTRUCTIONS FOR PRIVATE CANDIDATES

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

APPLICATION PERIOD

Applications for June 2024 CSEC & CAPE examinations will be accepted from 1st – 14th October 2024.

APPLICATION FORMS

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

- **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 APPLICATION, YOU MUST:

- 1) First, check to determine if payment is required (**See Section E below**).
- 2) If payment is required, applicants must obtain the deposit vouchers at the nearest Education District Office and then proceed to make payment at any District Revenue Office.
- 3) Have pictures of the following documents available for upload:
 - a. Birth Certificate;
 - b. Valid Picture Identification (Identification Card, Driver's Permit or Passport);
 - c. The official receipt for the fees paid (where applicable).
- 4) Proceed to the Examinations page to complete the online application.
- 5) Include the items at (3) above before uploading your application.
- 6) Receive the automatically generated e-mail as confirmation that your application was successfully uploaded.
- 7) Only fully completed applications, with all necessary documents uploaded, can be processed. A confirmation e-mail does NOT mean that the application was fully completed!

SECTION A: GENERAL INFORMATION

- For **NEW** Candidates, the name entered on the Registration Form must be the same indicated on the candidate's birth certificate.
- Your **Birth Certificate Pin number** is required. In addition, any one of the following must be submitted: **Identification Card number, Driver's Permit number or Passport number.**
- **A valid e-mail address is required. You will not receive notifications from the Ministry if you provide an inoperative e-mail address.**

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

For the June 2025 CSEC examinations, candidates are offered the opportunity of sitting the Paper 1 (multiple choice paper) electronically by e-testing. (Please 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 online application form. Candidates who choose the e-testing option for Paper 1 will be provided with a laptop for the examination.

SECTION C: JUNE 2025 SUBJECT LISTINGS

The **CSEC** subjects for which applicants may enter in June 2025 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		
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 2025 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
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: Resit means that the candidate wants to reuse an SBA from a former sitting. Resit candidates attempt P1 and P2 only.

Candidates who wish to reuse the SBA marks obtained in the May/June 2023 or May-June 2024 examinations must select 'Resit'.

ALTERNATE: Alternate means that the candidate must attempt all papers (P1, P2 and P3/2)

New candidates and former candidates who do not wish to re-use their SBA, must select 'Alternate'.

SECTION D: EXAMINATION CENTRE LOCATIONS

You must select a Preferred Centre Location. The Preferred Centre Location is your area of choice for writing your examinations. The general locations are identified below:

Diego Martin	Port of Spain	San Juan/ Barataria	St. Augustine/El Dorado
Five Rivers/Bon Air	Arima	Sangre Grande	Chaguanas
Couva/Preysal	San Fernando	Siparia/Fyzabad	Point Fortin/Vessigny
Princes Town	Tableland/Rio Claro	Gasparillo/Williamsville	Tobago

The Ministry reserves the right to allocate candidates to any centre for the examinations.

SECTION E: FEES PAYABLE

NON-NATIONALS

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

NATIONALS

1. The one free chance is offered at either CAPE or CSEC level, **not one at each level**;
2. Candidates are entitled to ONE FREE Chance after their initial sitting at the end of form five;
3. Adults who have never attempted CXC examinations before are entitled to one free chance;
4. Candidates who attend private schools may utilise their one free chance at the end of their final year. All requisite fees must be paid however, should examinations be attempted before their final year;
5. ~~Candidates who attend public schools and wish to attempt examinations before their terminal exams at the end of Form 5 may do so, however, this would be counted as their one free chance;~~
6. Candidates who are home-schooled can access their one free chance at their first sitting of CXC examinations;
7. Candidates who have already used their one free chance must pay all requisite fees. (Please note that CXC's database reveals the examinations history of all applicants);
8. Candidates eligible to pay fees **MUST** upload the payment receipt. **If receipts are not uploaded the application will NOT be processed and the candidate will NOT be registered.**

FEE STRUCTURE

CSEC

Candidate Fee	\$156.00
Administrative Fee	\$8.00
Subject Fee	\$158.00
Orals	\$3.00

CAPE

Candidate Fee	\$156.00
Administrative Fee	\$8.00
Subject Fee	\$222.00

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 education district offices**) must be used when fees are being paid:

FORM CA: Head: 07/01/ED1/013 – Total of Candidate Fee + Subject Fees

FORM CB: Head: 07/01/ED1/004 - Total of Administrative Fee + Orals Fee

DEPOSIT VOUCHERS

Deposit Vouchers are available at the Ministry of Education’s Head Office and at all Education District Offices. Deposit vouchers are **NOT** available at the District Revenue Offices.

Applicants must visit the nearest Education District Office to have the deposit vouchers completed and stamped before proceeding to District Revenue Offices to make payments.

Payment must be made BEFORE completing the online application. The receipt obtained after making payment must be uploaded along with the application.

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

WITHDRAWALS:

Requests for withdrawal must be submitted in writing or via e-mail to the Local Registrar - localregistrar@moe.gov.tt - and will be considered up to **Friday 8th November, 2024.**

REFUNDS:

Request for refunds **WILL NOT** be entertained after **22nd November 2024.** It should be noted that **ONLY SUBJECT FEES ARE REFUNDABLE.**

SECTION F: TIMETABLES

Personal timetables that give the date and time of candidates' examinations will be available to candidates during the **first week in April 2025**. *Timetables can also be downloaded from "ors.cxc.org/studentportal"* Candidates must select 2025 JUNE CSEC or 2025 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 2024**. Candidates must inform the Ministry of any errors in registration by e-mail to exams.section@moe.gov.tt

NB! Candidates can attend for their examinations even if they do not receive their personal timetable.

SECTION G: SPECIAL ASSESSMENT ARRANGEMENTS (Concessions)

Requests for Special Assessment Arrangements (concessions) for candidates with known disabilities must be submitted 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 11th October 2024**.

SECTION H: 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 who are of age 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 by any of the following: parent/guardian/ teacher/ police officer/minister of religion. The person verifying must include their signature and ID number.

CANDIDATES WILL NOT BE ALLOWED TO ENTER THE EXAMINATION ROOM WITHOUT A VALID PICTURE ID

SECTION I: DECLARATION

The applicant must verify that the information submitted on the registration form is true and accurate. The CXC database indicates candidates' previous attempts/ sittings at January and May/June CXC Examinations. Note that each candidate's examination history is checked and verified when applications are received. Impersonation is an offense and anyone found impersonating another person will be reported to the Trinidad & Tobago Police Service.