



The Government of the Republic of Trinidad and Tobago

## MINISTRY OF EDUCATION

### REGISTRATION FOR CARIBBEAN EXAMINATIONS COUNCIL (CXC) CARIBBEAN SECONDARY EDUCATION CERTIFICATE (CSEC) JANUARY 2025 EXAMINATIONS

**28<sup>th</sup> August – 13<sup>th</sup> September 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 JANUARY 2025 CSEC examinations will be accepted from 28<sup>TH</sup> August – 13<sup>th</sup> September 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](https://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 payments 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 online 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 January 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 Paper 1 examination by e-testing must select the e-testing option on the online application form. E-testing candidates will be provided with a laptop for the examination.

## SECTION C: JANUARY 2025 SUBJECT LISTING

The CSEC subjects for which applicants may apply at the January 2025 examinations are listed in the following table:

SUBJECT	RESIT	ALTERNATIVE PAPER TO SBA (Paper 3)	NON-SBA	TRANSFER SBA ACROSS SUBJECTS
Biology (For RESIT candidates ONLY)	Yes	No		
Chemistry (For RESIT candidates ONLY)	Yes	No		
English A	Yes	Yes		English B
English B	Yes	Yes		English A
Human and Social Biology	Yes	Yes		
Information Technology	Yes	Yes		
Mathematics	Yes	Yes		
Office Administration	Yes	Yes		
Physics (For RESIT candidates ONLY)	Yes	No		
Principles of Accounts	Yes	Yes		Economics, POB
Principles of Business	Yes	Yes		Economics, POA
Social Studies	Yes	Yes		
Spanish			Yes	

**Candidates must select either the Resit or Alternate option for each subject:**

**RESIT:** Resit means that the candidate wants to reuse an SBA from a former sitting. An SBA is valid for 2 years. Resit candidates attempt P1 and P2 only.

- I. Candidates who wish to reuse the SBA marks obtained in the May/June 2023 or May-June 2024 examinations must select 'Resit'.
- II. The candidate's name on the entry form must be the same as the name on the past CSEC or CAPE certificate or preliminary results slip.
- III. **Candidate must enter their previous candidate number when applying for Resit.**

**ALTERNATE:** Alternate means that the candidate has no SBA. Only school candidates can submit SBAs. Alternate candidate must attempt all Papers (P1, P2 and P3/2)

- iv. Private candidates writing a subject for the first time and former candidates who do not wish to re-use their SBA must select 'Alternate' .

## **SPANISH**

Candidates applying for Spanish must note that Oral examinations will be held during the period **17<sup>th</sup> – 20<sup>th</sup> December 2024**. Candidates will be informed of their exam date by e-mail. If no notification is received by **6<sup>th</sup> December 2024**, please contact the Examinations Unit.

## **SCIENCE SUBJECTS**

**ONLY Resit candidates may apply for Biology, Chemistry and Physics examinations at the January 2025 sitting. The Alternative Paper 3/2 (science practical) will NOT be offered.**

**First-time candidates cannot apply for Science subjects at the January 2025 sitting!**

## **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:**      **Non-nationals** are required to pay all stipulated 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 at present and are registering for a subject(s) that they are registered to sit through the school in May-June 2025 are required to pay ALL applicable fees. (E.g. candidates who apply to sit Mathematics in January 2025 while being registered to sit Mathematics through their school in June 2025).
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 **payment receipts are not uploaded the application will NOT be processed and the candidate will NOT be registered.**

### **FEE STRUCTURE**

CSEC	Form CA	Candidate Fee	\$140.00	← Paid Once
		Subject Fee	\$142.00	← Per Subject
	Form CB	Administrative Fee	\$8.00	← Paid Once
		Orals fee	\$3.00	← Spanish

## Total Payment by Subject:

One Subject = **\$290.00**      Two Subjects = **\$432.00**      Three Subjects = **\$574.00**  
Four Subjects = **\$716.00**      Five Subjects = **\$858.00**      Six Subjects = **\$1,000.00**

(Add \$3.00 if Spanish is included)

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.

## WITHDRAWALS:

Requests for withdrawal must be submitted in writing or via e-mail to the Local Registrar - [localregistrar@moe.gov.tt](mailto:localregistrar@moe.gov.tt) - and will be considered up to **Friday 18<sup>th</sup> October, 2024.**

## SECTION F: TIMETABLES

Personal timetables that give the date and time of candidates’ examinations will be available to candidates *during the first week in December 2024.* Candidates should check CXC’s student portal at **“[ors.cxc.org/studentportal](https://ors.cxc.org/studentportal)”** where a copy of their personal timetable can be obtained. Candidates are required to select 2025 JANUARY CSEC and enter their Birth Certificate PIN Number, Surname and Date of Birth.

Candidates are advised that the January 2025 CSEC Timetable will also be available on CXC’s website: <https://www.cxc.org/examinations/csec/timetables/>

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

## **NOTIFICATION OF REGISTRATION**

Candidates are required to visit the Ministry's Examinations page ([exams.moe.gov.tt](https://exams.moe.gov.tt)) from **Friday 11<sup>th</sup> October 2024** to verify their registration status for the January 2025 CSEC examinations. The Candidate Listing will show each registered candidate's name, date of birth, examination centre, candidate number and subjects.

Candidates not registered may contact the Ministry of Education.

## **SECTION G: 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. An **EXA51** form must be completed. This form can be obtained from the Examinations Unit of the Ministry of Education.

Candidates must also submit a report from a medical doctor/consultant. This report must not be more than two years old. The report must give details of the condition experienced by the candidate.

Special Assessment Arrangements requests, as well as requests for **Braille and enlarged print** question papers must be submitted to the Ministry **no later than 20<sup>th</sup> September 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.