



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)  
MAY-JUNE 2024 EXAMINATIONS  
25<sup>th</sup> September – 6<sup>th</sup> October 2023**

**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 [www.exams.moe.gov.tt](http://www.exams.moe.gov.tt). Hard copy forms will **NOT** be available at any of our offices.

- **Candidates must submit ONE application.**

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 District Education 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).

## SECTION A: GENERAL INFORMATION

When making an application, the following instructions must be noted:

**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 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 their application.

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

For the May-June 2024 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 online 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.

## SECTION C: MAY-JUNE 2024 SUBJECT LISTINGS

The CSEC subjects for which applicants may enter in June 2024 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 2024 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 following options associated with 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 2022 or May-June 2023 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.**

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

- iv. Private candidates writing a subject for the first time must select 'Alternate'
- v. All private candidates must select 'Alternate' unless they have an SBA as outlined in (i) above. Former candidates who do not wish to re-use their SBA, must select 'Alternate'.

## SPANISH

Candidates applying for CSEC Spanish must note that Oral examinations will be held during the period **29<sup>th</sup> to 30<sup>th</sup> December 2023**. Candidates will be informed of their exam date by e-mail. If no notification is received by **15<sup>th</sup> December 2023**, please contact the Examinations Unit.

## SECTION D: EXAMINATION CENTRE LOCATIONS - CSEC

You must enter a Preferred Centre Location. The Preferred Centre Location is your area of choice for writing the May-June 2024 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

## SECTION E: EXAMINATION CENTRE LOCATIONS - CAPE

You must select a Preferred Centre Location to write your CAPE examinations. The Preferred Centre Location is your area of choice for writing the May-June 2024 CAPE examinations. The locations are identified below:

Chaguanas/ Couva	El Dorado	San Juan
St. James	San Fernando	Sangre Grande
Tobago		

## SECTION E: CANDIDATE IDENTIFICATION

- Candidates **MUST** present a form of valid picture ID on the day(s) of their examination (Driver's permit, national ID card or passport).
- Persons under the age of 18 who do not have a valid picture ID must present a passport-sized picture with the following inscribed on the back **"I certify that this is a true likeness of the applicant, 'name of candidate'";**
- Any one of the following persons must sign and place their national ID card number, Driver's License or Passport number: a teacher, principal, minister of religion, police officer.

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

## SECTION F: FEES PAYABLE

### NON-NATIONALS

**Non-nationals** are required to pay all stipulated fees.

### NATIONALS

1. **One** 'free chance' is offered to candidates\*. The one free chance is offered at either CAPE or CSEC level, **not one at each level**;

You are entitled to 'One Free Chance' at the CXC examinations if:

- You are not attending a public or private school and have never done CXC examinations before;
  - You attend a public school and have done CXC examinations only once through the school;
  - You attend a public/private school and are attempting a subject(s) you are not registered to sit through the school;
  - You attend a private school and attempting CXC examinations for the first time through the school.
2. 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;
  3. **Candidates who attend private schools/institutions are required to pay all requisite fees unless they meet the criteria for the one free chance in (1) above.** If the institution has access to the ORS the file will NOT be forwarded to CXC unless payment is received.

4. Candidates who attend public schools and are registering for a subject(s), which they are not registered to sit through the school in June 2024, are not required to pay any fees. This however, will be considered as their one free chance utilised. (E.g. candidates who apply to sit Economics June 2024 because they are not registered to sit Economics through their school in June 2024).
5. Candidates who claim to have paid 'when they should not have paid' and are now claiming a free chance MUST provide/upload evidence of previous payment in order to be considered.
6. Candidates eligible to pay fees MUST upload proof of payment (picture of payment receipts) on the online application form. If pictures of receipts are not uploaded the application will NOT be processed and the candidate will NOT be registered.

**FEE STRUCTURE**

**CSEC**

<b>Form CA</b>	<b>Candidate Fee</b>	<b>\$140.00</b>	← Paid Once
	<b>Subject Fee</b>	<b>\$142.00</b>	← Per Subject
<b>Form CB</b>	<b>Administrative Fee</b>	<b>\$8.00</b>	← Paid Once
	<b>Orals fee</b>	<b>\$3.00</b>	← Spanish/French

**Total Payment by Subject (CSEC):**

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**

**CAPE**

<b>Form CA</b>	<b>Candidate Fee</b>	<b>\$140.00</b>	← Paid Once
	<b>Subject Fee</b>	<b>\$202.00</b>	← Per Unit
<b>Form CB</b>	<b>Administrative Fee</b>	<b>\$8.00</b>	← Paid Once

**Total Payment by Subject/Unit (CAPE):**

One Unit = **\$350.00**      Two Units = **\$552.00**      Three Units = **\$754.00**  
 Four Units = **\$956.00**      Five Units = **\$1158.00**      Six Units = **\$1,360.00**

Cash payment must 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 (Forms CA and CB) are available at **District Education Offices**. These forms must be used when fees are being paid.

**For the June 2024 CSEC & CAPE examinations, payments will be accepted at District Revenue Offices from 11<sup>th</sup> September - 6<sup>th</sup> October 2023.**

Please note that the receipts from the District Revenue Offices MUST be uploaded with your application.

#### **PREVIOUS PAYMENTS:**

Candidates who believe they were entitled to a free chance at a previous sitting but paid the fees, and are now seeking to claim that free chance must show proof of prior payment (payment receipt). **Please note that the Ministry will determine whether the claim is valid.**

#### **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](mailto:localregistrar@moe.gov.tt) - and will be considered up to **Friday 30<sup>th</sup> November, 2023**.

#### **REFUNDS:**

Request for refunds **WILL NOT** be entertained after **14<sup>th</sup> December 2023**.  
Please note that **ONLY SUBJECT FEES ARE REFUNDABLE**.

## **SECTION G: TIMETABLES**

The official timetable giving the Centre Number and Candidate Number will be available to candidates *during the first week in April 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 2024 JUNE CSEC OR 2024 JUNE CAPE and enter their Birth Certificate PIN Number, Surname and Date of Birth.

**Candidates are required to visit the Ministry's Examinations page ([exams.moe.gov.tt](https://exams.moe.gov.tt)) to view their examination centre, candidate number and subjects registered.**

Candidates are advised that the May-June 2024 CSEC & CAPE timetables are also available on CXC's website: <https://www.cxc.org/examinations/csec/timetables/>

## **SECTION H: 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 is 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 for Braille and enlarged print question papers must be submitted to the Ministry **no later than 21<sup>st</sup> October 2023**. Other Special needs candidates must submit their requests on form EXA51 (available at the Ministry) by **31<sup>st</sup> January 2024**.

## **SECTION I: ENVELOPES FOR POSTAGE**

Candidates are required to bring two 12" X 10" envelopes on the day of their first examination. The envelopes must have the name and address of the candidate written at the front. A \$2.00 postage stamp must be placed at the upper right corner of each envelope. These envelopes must be given to the Exam Supervisor at the Examination Centre.

The envelopes will be used to post preliminary results slips and CSEC Certificates to candidates when issued by CXC.

## **SECTION J: APPLICATION PROCESS**

- 1) Read ALL instructions carefully;
- 2) Determine the subject(s) to be attempted;
- 3) Determine/select the amount payable based on the number of subjects;
- 4) Visit any District Revenue Office;
- 5) Collect Deposit Vouchers CA and CB;
- 6) Complete each deposit voucher, entering the exact amount payable;
- 7) Approach the cashier to make payment;
- 8) Visit the Online Application site – **exams.moe.gov.tt**
- 9) Complete the Online Application Form and attach requested documents, including copy of payment receipts;



- 10) Upon receipt of your online application, an automatically generated message will be sent to the applicant indicating that the application was successfully submitted. **Please note that this does not mean successfully registered.**

## **SECTION K: REGISTRATION PROCESS**

- 11) Data entry clerks process each application for completeness and compliance with the requirements stated in these instructions;
- 12) Candidates whose application data meet with the requirements and criteria will be duly registered for the June 2024 examinations;
- 13) Candidates whose applications do not meet with the requirements and criteria stated in these instructions will not be registered and will not be acknowledged;
- 14) **Candidates are required to visit the Ministry's examinations page ([exams.moe.gov.tt](https://exams.moe.gov.tt)) from Monday 27<sup>th</sup> November 2023 to verify their registration status. Unregistered candidates will not be acknowledged.**