



INSTRUCTIONS TO PRIVATE CANDIDATES

CAMBRIDGE GCE 'O' / 'A' LEVELS APRIL/MAY/JUNE 2021 EXAMINATIONS

Read carefully the following before filling in the Candidate Entry Form

A. ENTRIES AND MODE OF PAYMENTS

Candidates are requested to effect payment, from **Tuesday 01 December to Thursday 10 December 2020**, solely on the MES account below:

Bank Name: State Bank of Mauritius
Account Name: Mauritius Examinations Syndicate
Account No: 61025100001116

- Note:**
- (i) If payment is effected at the Bank, candidates should insert their names on the bank deposit voucher.
 - (ii) If online payment is effected through Internet Banking, SBM Mobile app or MCB Juice, candidates should insert their names in the remarks section of the transaction screen. Kindly send a screenshot of the transaction to the MES on the following email address: cs.cie.section@mesonline.mu

B. AMENDMENT OF ENTRY/ADDITIONAL SUBJECT(S)

- (i) Amendments after submission of online application will not be permissible.
- (ii) Request regarding Change of Option or Change of subject(s) will be entertained against payment of Rs 313.
- (iii) Request for additional subject(s) will be entertained against payment of the subject(s) fee and of Rs 313.
- (iv) Requests regarding the above number B (ii) and (iii) should be submitted to the MES in writing by **Friday 11 December 2020** along with the original Bank Deposit Receipt or by email (cs.cie.section@mesonline.mu) (copy of original Bank Deposit Receipt should be attached).
- (v) Any amendment received after **Monday 21 December 2020** will entail payment of Cambridge late amendment fees. The Cambridge Examinations Section should be contacted for details of late amendment fees.



C. REFUND OF FEES

(i) **PART OR FULL CANCELLATION OF ENTRY**

Request for a part or a full cancellation of your entry should be submitted to the Mauritius Examinations Syndicate (**Attn: Mr A K Goonjur, Senior Examinations Officer, Cambridge Examinations Section**) by **Friday 11 December 2020**. Your request should be submitted on the **Special Form PCP** (Part Cancellation) or **FCP** (Full Cancellation) on our website <http://mes.intnet.mu> (Select Examinations/Secondary/Cambridge GCE). No such request will be entertained after **Friday 11 December 2020**.

(ii) **WITHDRAWAL OF ENTRY ON MEDICAL GROUNDS**

An application for a refund on medical ground will be considered only when accompanied by a statement from a medical practitioner issued during the examination period to the effect that you were unable to sit for the examination. Such application should reach the Mauritius Examinations Syndicate not later than one week after the examination (**Attn: Mr A K Goonjur, Senior Examinations Officer, Cambridge Examinations Section**). Your request should be submitted on the **Form WFP** (Withdrawal Form Private) available on our website <http://mes.intnet.mu> (Select Examinations/Secondary/Cambridge GCE).

D. ACCESS ARRANGEMENT ('O' & 'A' LEVELS)

Candidates who have permanent disabilities are requested to submit to the Mauritius Examinations Syndicate an application for Access Arrangement accompanied by a medical certificate from a medical practitioner not later than **Friday 29 January 2021**. Please note that Access Arrangements must be based on evidence of the candidate's barrier to assessment and evidence of the candidate's need. The evidence of need will vary depending on the disability and the Access Arrangements you are applying for. Evidence must meet the following guidelines:

- (i) the medical certificate submitted by candidate must be in English Language
- (ii) candidate requesting for extra time must be in form of percentage (e.g. 25% extra time, 50% extra time, etc.) not in minutes
- (iii) the medical certificate must specify the nature of illness and the type of Access Arrangement to be provided to candidate

E. GENERAL INSTRUCTIONS

The following are brought to your kind attention:

1. **No candidate is allowed to enter simultaneously as a private and school candidate.** Should any candidate do so, he/she will be compelled to withdraw from either entry. In no case the Mauritius Examinations Syndicate will accept duplicate entries.
2. No candidate is allowed to enter for both 'O' and 'A' Levels for the same examination session.



3. Candidates are **strongly** advised to consult the current subjects and syllabuses available on the MES website (<http://mes.intnet.mu> – Home page under heading ‘Quick links’ – CIE Syllabus and Support Materials) before making their entry.
4. Candidates entering for Advanced Level examination may offer up to **four** subjects. Please note that only **English General Paper (8019)** is available at *Subsidiary Level*. Candidates entering for Ordinary Level examination may offer up to **nine** subjects.
5. Candidates will be able to make only **ONE** application online.
6. Candidates are advised to be **careful** when filling in Entry Forms as any request for a change of subject will entail payment of additional fees once the entries have been submitted to the Cambridge International.
7. It is very important to note that once an Examination Centre has been allocated (after issue of provisional timetable individually by post), the Mauritius Examinations Syndicate will not consider any request for change of Examination Centre.
8. No arrangement will be made by the MES in case of clash in timetable with other examining bodies.
9. Candidates will **not** be permitted to offer a subject which requires coursework/project assessment or has an entry clash.
10. **Carry Forward Option (O Level)** - Coursework marks may be carried forward for certain subjects only (refer ‘Notes of Guidance’ for O level). This option is available once **within thirteen months** of the assessment session for which the coursework was originally submitted and may be used **on only one occasion**.
11. All candidates entering for English Language (**1125** or **1126**) at Ordinary Level will have to take the **Oral Paper** which **carries 12% of the total marks**.
12. Science subjects at Advanced level have two alternatives for practical papers (33 and 34). These two alternatives are equivalent and bear the same level of difficulty. MES will finalise one of the alternatives after receipt and verification of all entries.
13. You are informed that when your entry is submitted to MES, the personal data is forwarded to Cambridge International and other related third parties. In case of any change in your personal data, you must notify the MES immediately.

F. RULES FOR CAMBRIDGE ASSESSMENT INTERNATIONAL EXAMINATIONS

“Posters” in connection with Examination and “Notice to Candidates” are displayed inside as well as at the entrance of all rooms where examinations are held. Posters display warnings of unauthorised materials in the examination room. The notice provides candidates with Rules of examinations which should be strictly adhered.

G. SUSPECTED MALPRACTICE CASES

Candidates involved in malpractice, risk being disqualified or barred from examinations for up to five years. The following are examples of candidate malpractice. Please note that the following list is not exhaustive and Cambridge may consider other instances at their discretion:

- Obtaining unauthorised access to examination material, including examination papers



- Bringing unauthorised material into the examination room
- Disruptive behavior in the exam room (including using offensive language)
- Use of mobile phones or any other electronic devices
- Using a calculator when this is forbidden
- Collusion or attempted collusion with other people during the exam
- Copying from another student
- Pretending to be another student
- Plagiarism
- Failing to follow and invigilator's instructions
- Failing to follow the conditions of supervision designed to maintain the security of the exams
- Theft of another's work
- The deliberate destruction of another's work
- Including threatening, offensive or obscene material in scripts or coursework
- The alteration, falsification or mis-representation of any results information, including certificates
- Behaving in such a way as to undermine the integrity of the exam.
- Any attempt to reveal the content of exams outside the examination room for 24 hours after sitting the examination