Registration form for May/June 2023 examinations session Checkpoint Primary and Lower Secondary examinations for Cambridge Assessment International Education

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **(1)** Centre number |  |  |  |  |  | **(2)** Centre name  |
| **(3)** Candidate number**(Leave it empty)** |  |  |  |  | **(4)** Candidate’s name as it is written in the identification**(ALL CAPITAL LETTERS)** |
| **(5a)** Passport/National ID number **(if available, if not follow 5b)**  |  |
| Expiry date **(Must not expire before the exam session)** |  |
| **(5b)** School ID number |  |
| Expiry date**(Must not expire before the exam session)** |  |
| **(6)** Date of birth | Day Month Year Gender Female/Male  |
| **(6)** E-mail address |  |
| **(7)** Telephone number | Home: Mobile: |

**(9) Enter subjects in numerical order first Primary followed by Lower Secondary.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Subject Title** | **Subject Code** | **Option** | **Fee** |
| **Primary** |  |  |  |  |
| **Primary** |  |  |  |  |
| **Primary** |  |  |  |  |
| **Primary** |  |  |  |  |
|  |  |  |  |  |
| **Lower Secondary** |  |  |  |  |
| **Lower Secondary** |  |  |  |  |
| **Lower Secondary** |  |  |  |  |
| **Lower Secondary** |  |  |  |  |
|  |  |  |  |  |
| Total fees in JOD |  |
| Date paid: | Receipt number: |  |

□**I certify that the information on this form is complete and accurate, and I have noted your instructions and procedures detailed at the back of this form and I take full responsibility of any discrepancy in the future**

Candidate’s name: --------------------------------------------------------------------

Signature: --------------------------------------------------------------------

Parent’s name: --------------------------------------------------------------------

Signature: --------------------------------------------------------------------

Date: ---------------------------------------------------------------------

Checked by Coordinator’s name and signature: ---------------------------------------------------------------------

Date: ---------------------------------------------------------------------

**Instructions for Completing the Registration Form**

1. Recent digital photo is needed according to the standards given by the British Council to be provided to the centre. If you are a private candidate, please attach an up-to-date photo to the application form.
2. A copy of your valid identification (Passport/National ID). If you don’t have one, please ask your centre for a valid school ID with validity date and a serial number.
3. Please write the appropriate centre number and the name of the centre. Please note that each school has an individual number. Please check with your School Coordinator for the appropriate centre number. If you are a private candidate, please indicate so.
4. Write your name and date of birth as it is written in your valid identification.
5. Make sure to enter your personal e-mail and mobile number as we will be sending you your exam information (e.g. timetable, registration update, results information...etc.) through these numbers.
6. Look into the Syllabus book for information about the exam and consider the following:
* Check if the exam is offered in June or November series.
* Ensure entering option code where it is required.
* Check for forbidden combinations. Certain courses or papers are not allowed to be taken together.
1. Sign the Registration Form.

**Important Notes**

* We may use your personal details to send you information in connection with your examinations, and/or information about our activities and services.
* If your picture was taken in any of our events, we may use it in our publications.
	+ Please tell us if you agree to this or not, by ticking one of the following boxes.

□ **I agree** □ **I disagree**

* Please be aware that Security staff and British Council staff on duty at the Exams venue are responsible for ensuring your safety and that of all our customers. We ask you to co-operate with the above procedures and ensure full adherence to health and safety measures and set security standards at premises. Failure to do so - and depending on the level and details of any initiated disruption to set policies - this may result in:
* you being excluded from the test
* you being banned from entering the British Council exam venue
* British Council may be obliged to share your contact details with local law enforcement, which comes under our data protection policy in case of disciplinary issues or needed investigation.

Thank you for your cooperation and support in ensuring a safe and secure environment of your exam conduct

**Cancellation and Refund**

* If the candidate wishes to drop one subject or the whole registration, he/she must complete the cancellation form. Please follow up with your School Coordinator.
* Candidates who have given written notice to the British Council of their intention to withdraw from the examination by the last date for regular entry may expect to receive a full refund of the subject fees after the board’s approval. A charge of 25% per module will not be refunded.
* Candidates who have given written notice to the British Council of their intention to withdraw from an examination from the first day of the start date of late registration may not expect to receive a refund. On medical grounds refund may be issued upon the Board’s descrition.
* If you have requested a refund after the entries deadline, please do not withdraw the candidate.
* If your refund is approved by the board, we will withdraw the candidate and process your refund.
* Please note that all refund will be issued after the end of the examinaitons period.
* According to our financial regulations all our cheques must be issued with a PAYEE ONLY stamp, therefore, please state clearly the name which should appear on your cheque in case of refund, failing to do so the cheque will be issued in the name of the candidate only.
* If the cheque is not collected within 6 months of its issue date, the cheque will be automatically cancelled.

**How we use your information**

The British Council will use the information that you are providing in connection with processing your application. The legal basis for processing your information is agreement with our terms and conditions of application. To process your application, we will need to share necessary data with a third party, reviewers and panel members contracted by the British Council and partners in participating countries.

The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. If you want more information about this, please contact your local British Council office or the Data Protection Team infogovernance@britishcouncil.org or see our website https://www.britishcouncil.org/privacy.

Please be aware that British Council may be obliged to share your contact details with local law enforcement in case of disciplinary issues or needed investigation

**Disclaimer**

The British Council and the examining boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council’s liability will be limited to the refund of the registration fee or retesting at a later date.

