



The Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

**REGISTRATION FOR CARIBBEAN EXAMINATIONS COUNCIL (CXC)
CARIBBEAN SECONDARY EDUCATION CERTIFICATE (CSEC)
JANUARY 2022 EXAMINATIONS
11th October – 27th October 2021**

**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. Hard copy Forms will **NOT** be available at any of our offices.

❖ **Candidates must submit ONE application.**

ONLY ONE application will be processed from each candidate. Should more than one application be submitted, **ONLY the last 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 Payment Offices (District Revenue 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).
 - A recent (last six months) passport sized photo taken with a plain background.

SECTION A: GENERAL INFORMATION

In making an application, the following instructions must be followed:

A. For **NEW** Candidates, the name entered on the Registration Form must be the same indicated on the birth certificate.

For other Candidates, the name entered on the Registration Form must be the same as that on previous CSEC or CAPE certificates or preliminary results slip.

B. Enter the number of a VALID form of picture identification. Your **Birth certificate Pin number** is required. In addition, either your **Identification Card number, Driver's Permit number or Passport number must be entered.**

C. Upon completion, candidates will receive an acknowledgement via email as proof of receipt of application to write the CSEC Examination.

SECTION B: EXAMINATION CENTRE LOCATIONS

The Preferred Centre Location is your area of choice for writing the January 2022 CSEC examinations. The Areas 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			

The Ministry reserves the right to allocate candidates to any centre for the examinations. Your official timetable will indicate your Examination Centre Number.

SECTION C: JANUARY SUBJECT LISTING

The CSEC subjects for which applicants may enter in January 2022 are listed in the following table:

SUBJECT	RESIT	ALTERNATIVE PAPER TO SBA	NON-SBA	TRANSFER SBA ACROSS SUBJECTS
Biology	Yes	Resit Only		
Chemistry	Yes	Resit Only		
English A	Yes	Yes		English B
English B	Yes	Yes		English A
Human and Social Biology			Yes	
Mathematics	Yes	Yes		
Office Administration	Yes	Yes		
Physics	Yes	Resit Only		
Principles of Accounts	Yes	Yes		Economics, POB
Principles of Business	Yes	Yes		Economics, POA
Social Studies	Yes	Yes		
Spanish			Yes	

Candidates must select one of the options associated with each subject.

RESIT: Candidates who wish to reuse their SBA marks obtained in the MAY/JUNE 2021 examinations. An SBA may be re-used regardless of the score obtained. **The candidate's 2021 CSEC Registration number must be given.**

ALTERNATE: NEW Candidates or Candidates who do not wish to re-use an SBA, must select the Alternate Paper (Paper 3/2).

TRANSFER: SBA to be used for one or more subjects in a cognate group

SPANISH

Candidates registering for Spanish must note that the Orals will be held during the period **27th to 30th December, 2021**. If no notification is received by **17th December 2021**, please contact the Examinations Unit.

SCIENCE SUBJECTS

Candidates may register for Biology, Chemistry and Physics as RESIT candidates ONLY. Note that a **Resit** candidate is one who wishes to use an SBA from the 2021 exam sitting. The Alternative Paper 3/2 (science practical) will **NOT** be offered at the January sitting.

Candidates wishing to register for Biology, Chemistry, Physics or Integrated Science and are required to write the practical paper (Paper 3/2) may register for the exam at the June 2022 sitting.

SECTION D: FEES PAYABLE

NON-NATIONALS

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

NATIONALS

- I. Nationals are entitled to **ONE** free opportunity to register as a private candidate at CSEC or CAPE examinations. **Candidate who have already used their one free sitting must pay the Candidate Fee, Subject Fees as well as all other associated fees.**
- II. Nationals who **attend public schools** at present, and are registering for a subject(s) which they are registered to sit through the school in May-June 2022 **are required to pay ALL applicable fees.**
- III. Nationals who **attend public schools** at present, and are registering for a subject(s) which they are **not registered** to sit through the school in May-June 2022 **are not required to pay any fees. This however, will be considered as the one free opportunity utilised.**

Candidates eligible to pay fees MUST upload proof of payment (picture of payment receipt). ***Failure to do so will result in the application not being processed.***

FEE STRUCTURE

CSEC

Candidate Fee	\$130.00
Administrative Fee	\$8.00
Subject Fee	\$135.00
Orals	\$3.00

E.g. One Subject = \$273.00 Two Subjects = \$408.00 Three Subjects = \$543.00

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 the Payment Offices**) must be used when fees are being paid:

FORM CA: Head: 07/01/ED1/013 - Examination Fees - Candidate and Subject Fees

FORM CB: Head: 07/01/ED1/004 - External Examinations – Administrative/Local Fees

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 - and will be considered up to **Thursday 31st October, 2021.**

REFUNDS:

Request for refunds **WILL NOT** be entertained after **18th November, 2021.** It should be noted that **ONLY SUBJECT FEES ARE REFUNDABLE.**

SECTION E: DEFERRALS

Candidates who received official notification from the Ministry of Education of deferral from the June 2021 CSEC sitting to the January 2022 CSEC sitting must reregister for the January 2022 CSEC examinations. Note that deferral does not mean automatic registration.

Candidates must register for the same subjects for which deferral was granted. No further fees are payable for deferred subjects.

SECTION F: TIMETABLES

The official timetable giving the Centre Number and Candidate Number will be available to candidates *during the first week in December 2021.* Candidates should check CXC's student portal at "ors.cxc.org/studentportal" where a copy of their personal timetable can be

obtained. Candidates are required to select 2022 JANUARY CSEC and enter a Birth Certificate PIN Number, Surname and Date of Birth.

Candidates are also required to visit the Ministry's website Examinations page (www.exams.moe.gov.tt) to view their candidate number, examination venue and other related information.

DATES OF THE EXAMINATIONS

The January 2022 CSEC examinations will be conducted during the period 3rd – 19th January 2022.

Candidates are advised to check with CXC's website (www.cxc.org) for possible updates/changes to the examination timetable/ dates as determined by CXC.

SECTION G: DECLARATION

The CXC database indicates candidates' attempts/ sittings at previous January and May/June CXC Examinations. Each candidate's examination history is checked and verified when applications are received for processing. Please be advised that any attempt at dishonesty or stated inconsistency will render the application void and result in the application not being considered.

It should also be noted that there are penalties for impersonation. A person who impersonates another is liable to be charged for the offense. Any candidate who allows himself/herself to be impersonated is disqualified completely from any examination for which he/she is entered and debarred from the Caribbean Examinations Council's examinations for two (2) years. Further, legal action may be taken against both candidate and impersonator in order to protect the integrity of CXC's examinations.