



Independent Schools
Examinations Board

PREP SCHOOL REGISTRATION GUIDE

Please read this guide carefully as it contains important information which will help to ensure that the registration process goes smoothly and that you receive the correct papers at your school.

Registering candidates

To register candidates, please log in to the registration web site <http://reg.iseb.co.uk> (please note that this is a separate website from our information website).

Please note the opening and closing dates for registration:

Session	Examination	Opening date	Closing date
Autumn (November)	11+/13+	2 July	1 October
Spring (January)	11+/13+	2 October	1 December
Summer (May/June)	13+	2 December	1 March

When entering the registration site, click on Common Entrance to register candidates for either 11+ or 13+. To register a candidate, the registrar's contact details are required. The details required for each candidate are: forename, surname, senior school and subject options. Please note, 13+ single subject candidates are registered in the same way but via a different link under the Common Entrance tab.

Candidate names: please ensure that candidates are registered by the correct name. The name on the registration site will appear on the certificate, so it is vital that spellings are correct. There is a charge of £10 per certificate for a reprint.

Subjects and levels: please ensure you have registered candidates for all required subjects and **at the correct level**. If in doubt, please liaise with the relevant senior school about the level for which each candidate should be entered; this is particularly important if you are planning to enter candidates for Level 1.

Single subjects: for candidates taking only one subject, please ensure that the **single subject** option is selected online to avoid being charged the full candidate fee (as noted above). This option is for **one** subject per candidate only; for more than one subject per candidate please follow the usual registration process.

Senior school undecided: if a candidate has not decided which senior school is his/her first choice, then **undecided** can be selected from the senior school drop down list, until a choice has been made. Please note that this is a short-term option and parents should be urged to make a decision before the closing date. The

registration information should then be updated to ensure the correct senior school is listed and receives the necessary marking packs.

Internally marked papers: the Board expects all papers to be marked by the senior school for which a candidate is registered; however, if a candidate is sitting Common Entrance as part of an internal assessment process, the papers can be marked by the prep school using the mark schemes provided. In this case, the **internal marking** option should be selected from the senior school drop down list. A set of relevant marking papers will be dispatched to the prep school, for use only once the examinations have taken place.

Senior school candidate registration list: as soon as candidates have been registered, their names will appear immediately on the relevant senior school list

Amendments to registrations: any amendments to registrations, including subjects, levels, senior school choices etc. should be made online up to and including the relevant examination closing date. Thereafter, please email any changes to ISEB at enquiries@iseb.co.uk. Please note, [late fees](#) will apply.

Checking your registration list: to check your registrations, simply log in to the registration website at any time and click on the relevant examination. The names listed on the screen are the candidates you have registered.

Late registrations: all schools should adhere strictly to the closing dates for registrations; in exceptional circumstances, when the closing date for registrations has been missed, a one day late pass may be issued to allow registrations to be completed online that day. Please note that [late fees](#) will apply.

FURTHER INFORMATION

Invoice: an invoice for examination fees will be sent the week following the examinations and should be paid promptly.

Quantity of papers sent: papers are despatched on a per candidate basis only.

Examination paper despatch: papers are despatched by Parcelforce approximately two weeks before the examination. Overseas papers are despatched by DHL.

Receipt of examination papers: it is essential to check the contents upon delivery. The packing list will show all the examination papers which have been sent to you and you should check that the list is correct and that the packs correspond with it. If you have any concerns over the contents listed on the packing list, please [contact](#) ISEB immediately.

The examination packs should remain sealed until the day of the examination and should be stored securely. Please ensure that administration staff inform the Head and Senior Staff immediately when the papers arrive and that those

administering the examinations know how to access the papers on the day of each examination.

Candidate absence: if a candidate is unable to sit the examination on the correct day, the senior school should be informed immediately. The candidate can sit the paper later in the examination week, subject to senior school agreement, but **not before** the specified dates.

Completed papers: papers should be sealed and sent by **secure, guaranteed next-day delivery** to the relevant senior school at the end of each examination day. Overseas schools should seek permission from senior schools in the UK if they plan to send the papers in one batch at the end of the examination week.

Papers should NOT be sent to the ISEB office for marking.

REGISTRATION CHECKLIST

Have you provided the following essential information?

All candidates registered – full and correct name given	<input type="checkbox"/>
All required subjects specified	<input type="checkbox"/>
Correct subject levels specified	<input type="checkbox"/>
Senior school option – undecided, internal marking or specific school	<input type="checkbox"/>

If you have any queries about the registration process which are not answered in this guide, please email enquiries@iseb.co.uk