2026-27

ISEB
Independent Schools Examinations Board

CE AT 13+ & CASE REGISTRATION

A STEP-BY-STEP GUIDE FOR PREP SCHOOLS

BEFORE YOU START

All schools that register candidates for CE at 13+ and CASE will need to have an **active ISEB School Account.** It is likely your school already has an account which will be used to purchase past papers through the **school-only online shop**. However, **if you are unsure** or would like to review existing users on your ISEB School Account, **please contact the ISEB team.**

1 VISIT THE SCHOOLS HUB

Once you have successfully logged into your account, click on the three lines on the left-hand side of the screen to access the website menu. Then click on the **Schools Hub** and then click on the **Examination & Qualification Area for Schools**.

2 DOWNLOAD THE CANDIDATE REGISTRATION TEMPLATE SPREADSHEET

To register your candidates for the Summer 2025 CE 13+ and CASE exam sessions, start by completing the relevant **Candidate Registration Upload Template spreadsheet for CE and CASE**.

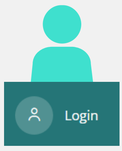
3 SAVE AS A .CSV FILE TYPE

Once you have completed your school's Candidate Registration Template in full **you must save it as a .CSV (comma delimited) file type** onto your computer. We recommend you also save your candidate registration spreadsheet as an **Excel document**, so you can easily make changes and reupload if required.

4 COMPLETE THE FORM AND UPLOAD YOUR SPREADSHEET

Complete the registration form and attach your completed .CSV file. You have now successfully submitted your candidates for their CE 13+ or CASE examinations.

5 VISIT THE ISEB WEBSITE AND LOG IN



Visit the ISEB website, **www.iseb.co.uk**, and **log into your ISEB School Account** by clicking on the small person icon on the top right of the screen and entering your **login username (email) and password.**

6 GO TO THE EXAMINATIONS & QUALIFICATIONS AREA

Scroll down on the page titled **Examination & Qualification Registration Area for Schools**, and you will see **four areas for each of ISEB's qualifications**. Click on **Common Entrance (CE) Candidate Registration** or **CASE Candidate Registration**.

7 ENTER YOUR PUPILS' INFORMATION INTO THE REGISTRATION TEMPLATE

Once you download the Candidate Registration Spreadsheet, you can then **open it in Excel** on your computer and **enter all your candidates' details, including name, DOB, and the subjects they will be sitting**. Drop-down boxes are available for most columns, including the destination and marking school for the examination papers. **Please do not try to type directly into the fields with a drop-down, you must select from the options provided.**

8 GO TO THE ONLINE REGISTRATION FORM

Return to the **CE or CASE Candidate Registration** page on the ISEB website and scroll down to the **Online Registrations Form** section. **Please note that you must be logged in to your ISEB School Account to access this form**. If you see a padlock, you are not logged in and must do so before proceeding.

9

WHAT HAPPENS NEXT?

The Operations and Delivery team at ISEB will review all CE at 13+ and CASE candidate registrations and contact you/your school if there are any issues.

Schools can re-upload their candidate registration spreadsheet, in .CSV file format, at any time during the registration window for no additional fee. To re-upload your candidate registration spreadsheet, simply repeat steps 7, 8 and 9 above. The new CE registration system has been designed to use only the most recently uploaded spreadsheet and will disregard any previous submissions when you reupload.

Please contact ISEB if you need any further help or support completing your candidate registration for CE 13+ and CASE.

WWW.COMMON-ENTRANCE.SUPPORT.ISEB.CO.UK