



PARENT GUIDE FOR COMPLETING THE REGISTRATION FORM

The information below will help you to complete the registration form for your child to sit ISEB's Common Entrance (CE) examinations. Please read it carefully.

You do not need to complete this form if your child is being registered for the CE examinations by his/her prep school; if in doubt, please check with the school.

The opening and closing dates for registration for CE examinations are as follows:

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 completing the registration form:

- please check that your chosen senior school uses the CE examinations as part of its admission process; some independent senior schools set their own entrance examinations.
- confirm that your child is registered with your chosen senior school/s, to **ensure that a place is available**, before submitting the registration form to ISEB.
- please supply the name of only the **first-choice** senior school on the registration form. At the end of the day on which examinations are taken, the sitting centre sends the completed scripts directly to the **first-choice** senior school for marking. Once the scripts for all subjects have been received and marked, if your child is unsuccessful in gaining a place, you can ask the first-choice school to forward his/her scripts to an alternative senior school which has a place available. Both the first and second-choice schools need to be aware of this arrangement before your child sits CE examinations.
- please be aware that it is your responsibility to locate and organise a sitting centre for your child to sit the CE examinations. This might be your child's current school, a local school which conducts the CE examinations, or a tutorial centre. You should ensure that your chosen senior school is happy with the arrangements you have made. You should also ensure that the sitting centre has agreed to administer and invigilate the examinations, before the registration form is submitted to ISEB for processing.

- please check with your first-choice senior school which subjects and levels of examination they expect your child to take (see subject key below). Where there is a choice of levels for a subject, you should select only **one** level. If your child will be sitting the 13+ Core **and** Additional Mathematics papers, please select option **E**. It is imperative that the list of subjects and levels provided to ISEB is accurate, or your child may sit the wrong papers.
- remember to pay the [examination fee](#) at the time of registration. Further payment information is included on the final page of the registration form.

Once registered, your child's name will appear on the relevant senior school list the next day.

If you need to make any changes to the registration details after you have submitted the form (such as the name of the first-choice senior school, or to select different subjects or levels of examination), please [email](#) ISEB as early as possible.

FURTHER INFORMATION

Examination papers are dispatched directly to the sitting centre approximately two weeks prior to the examination taking place. Overseas parcels are sent by DHL. You are advised to check with the sitting centre that the papers have been received and are being stored securely.

For the 11+ examinations, papers for all three core subjects (English, Mathematics and Science) are sent to sitting centres automatically. However, some senior schools may not require your son or daughter to sit all three subjects. Please ensure that the sitting centre is aware of which subjects your child needs to take.

For all CE examinations, the examination [timetable](#) must be strictly adhered to.

Senior schools are asked to inform parents of the results of the examinations on the Friday (13+) or Saturday (11+) of the week following the examinations. Any queries regarding results should be taken up with the senior school marking the scripts.

REGISTRATION CHECKLIST

Have you provided the following essential information?

Parent details, including email address	<input type="checkbox"/>
Examination session	<input type="checkbox"/>
Year of examination	<input type="checkbox"/>
Full name of candidate	<input type="checkbox"/>
Name of first-choice senior school	<input type="checkbox"/>
Subjects/levels required (advised by senior school)	<input type="checkbox"/>
Full sitting centre details	<input type="checkbox"/>
Name and email address of sitting centre contact responsible for the examination	<input type="checkbox"/>
The fee (paid in accordance with the instructions in this guide)	<input type="checkbox"/>

SUBJECT OPTIONS FOR COMMON ENTRANCE PAPERS

English, Mathematics and Science are compulsory; other subjects are optional, unless specified by the senior school.

CE at 11+

- A** English
- B** Mathematics
- C** Science

CE at 13+

- A** English Foundation
- B** English Core
- C** Mathematics Foundation
- D** Mathematics Core
- E** Mathematics Core & Additional
- F** Science Foundation
- G** Science Core
- H** Classical Civilisation
- I** Classical Greek Level 1
- J** Classical Greek Level 2
- K** French Level 1
- L** French Level 2
- M** Geography
- N** German (offered for the summer session only)
- O** History
- P** Latin Level 1
- Q** Latin Level 2
- R** Latin Level 3
- S** Spanish Level 1
- T** Spanish Level 2
- U** TPR (Theology, Philosophy and Religion)

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