



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

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

To register candidates, please log in to our registration website <http://reg.iseb.co.uk>, which is separate from our information website.

On the Welcome page of the registration site, select **Common Entrance** to register candidates for 11+ or 13+ examinations. Any candidates for Common Academic Scholarship examinations are registered by their chosen senior school.

You will then be asked to enter your school's **account number and password**. If you have forgotten your password, please select the forgotten password link and then enter your school's account number on the next screen. This will send a link to your school's primary email address, so it is important that you keep this email address up to date, especially when staff change. Please note, should you need to ask ISEB to update the primary email address, the change will not come into effect until the following day.

Once you have logged in, please select **Current Common Entrance Examinations** to view the registration options available. If you are entering candidates for **one** subject only, select the Single Subject option for the relevant examination session, to avoid being charged the full candidate fee. For all other entries, select the relevant examination session (without Single Subject after the name).

To Register Candidates, you will need to enter your own Contact Information, followed by the Candidate Information: Forenames, Surname, Senior School and subject Options.

N.B. if you are registering more than one candidate, remember to click on the *Add another candidate after saving* box, to avoid having to fill in your Contact Information again for each subsequent candidate.

Candidate names: please ensure that all names are entered correctly when registering candidates, as the names you enter will be the ones which appear on the CE certificate. Any errors resulting in the need to reprint a certificate will incur a charge of £10.

Senior School: if the first-choice school is not known at the time of registering candidates, **undecided** can be selected from the senior school drop-down list until a decision has been made. However, this is a short-term option and parents should be urged to decide before the closing date for registrations, to ensure that the correct senior school is listed and receives the necessary marking packs.

Options: please ensure that you are using the **new subject codes** provided at the end of this guide when entering subject options. Care should be taken when entering candidates for the mathematics examinations, as any candidates taking both the **Core and Additional** mathematics papers should be entered for option **E**.

When entering subject options, the codes should be listed as a continuous series of letters, with no spaces or full stops between the letters.

Please check that you have registered candidates for all required subjects and **at the correct level**. If in doubt, please liaise with the relevant senior school; this is particularly important if you are planning to enter candidates for Level 1 papers.

Registering for mark schemes: the Board expects all papers to be marked by the senior school for which a candidate is registered. However, if a candidate is sitting CE examinations as part of an internal assessment process, or if candidates' scripts are being marked internally, you will need to register for mark schemes by selecting the **internal marking** option from the senior school drop-down list.

Once you have registered to receive mark schemes, these will be despatched by our printers in the normal way, in sealed **red** envelopes. Mark schemes must be stored in a secure location prior to the examinations and not opened until the end of the day on which the relevant examination has taken place.

Senior school candidate registration list: as soon as candidates have been registered for their first-choice senior school, their names will appear on senior school lists. However, if the internal marking option has been selected from the drop-down menu when registering candidates, their names will **not** appear on senior school lists.

Amendments to registrations: any amendments to registrations, including subjects, levels, choice of senior school etc. can 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. For a breakdown of these fees, please visit our pages on [11+](#), [13+](#) and [CASE](#) assessments as appropriate.

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 late pass may be issued to allow registrations to be completed online, **on the day the pass is issued**. Please note that late fees will apply. For a breakdown of these fees, please visit our pages on [11+](#), [13+](#) and [CASE](#) assessments as appropriate.

FURTHER INFORMATION

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

Despatch of examination materials: examination papers and any requested mark schemes (see above) are despatched by Parcelforce approximately two weeks before the examination period. Overseas papers are despatched by DHL.

Receipt of examination materials: please ensure that administration staff inform the Head and Senior Staff immediately when boxes of examination materials arrive, and that the boxes are not left unattended at any stage.

Upon delivery, **it is essential to check** the contents of the boxes against the accompanying packing list. ISEB must be contacted at enquiries@iseb.co.uk immediately if there are any concerns about the contents of any box, or if there are any discrepancies.

In accordance with the Common Entrance Examination Regulations, **all examination materials must be stored securely and remain sealed until the day of the examination**. ISEB recommends that subject envelopes and any pre-ordered mark schemes are arranged in timetable order to reduce the possibility of opening a subject envelope/mark scheme at the wrong time.

For all CE examinations, the examination timetable must be strictly adhered to.

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 date.

Despatch of completed scripts: prep schools sending scripts to be marked by senior schools should liaise with the senior schools to establish how and when they would like the scripts sent. Scripts may be posted at the end of each examination day, or scanned and emailed at the end of each examination day, with hard copies being sent in one batch at the end of the week. All hard copies of scripts should be sealed and sent by **secure, guaranteed next-day delivery** to the relevant senior school.

Sitting centres outside the UK should check with the relevant senior school how they wish to receive candidates' examination scripts. Some senior schools may require overseas sitting centres to scan, fax, email or post candidates' examination scripts on a daily basis. Others may require scripts to be posted in a single packet on the last day of the examination period and sent by the quickest and most reliable service.

Prep schools marking scripts internally should liaise with the relevant senior schools **in advance of the examination period** to establish their requirements in respect of the despatch of scripts and the provision of results.

Examination scripts should NOT be sent to the ISEB office for marking.

Results: senior schools marking scripts externally are asked to inform prep schools of the results of the 11+ and 13+ examinations as follows:

Session	11+	13+
autumn/spring	by the Friday of the week following the examinations	by the Thursday of the week following the examinations
summer		by the Friday of the week following the examinations

Heads of senior schools are asked to contact Heads of prep schools by telephone about any concerns by the Tuesday of the week following the examinations.

The return of examination scripts by senior schools is entirely at their discretion.

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"/>

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