



**CAMBRIDGE ASSESSMENT – IGCSE /AS /A LEVEL EXAMINATIONS**  
**(NOVEMBER 2022)**  
**REGISTRATION FORM**  
**PRIVATE CANDIDATES**

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**Standard Registration Period** : 6<sup>th</sup> June 2022 (Monday) to 12<sup>th</sup> August 2022 (Friday), 1700 Hrs (Singapore Time)

**Late Registration Period** : 13<sup>th</sup> August 2022 (Saturday) to 16<sup>th</sup> September 2022 (Friday), 1700 Hrs (Singapore Time)  
*An additional late fee of S\$150 per subject will be imposed for any entries or amendments made during this period*

**Late Registration Period** : 17<sup>th</sup> September 2022 (Saturday) to 23<sup>th</sup> September 2022 (Friday), 1700 Hrs (Singapore Time)  
*An additional late fee of S\$250 per subject will be imposed for any entries or amendments made during this period.*

**Registration Process:**

**Step 1:** Download the “List of Syllabuses Offered” document and Registration Form from SSTC Institute’s Website. Complete the registration form using a pen. All fields must be hand-written. Follow the instructions given for each section and field.

**Step 2:** Email the **completed** registration form to [muhamadibrahim@sstc.edu.sg](mailto:muhamadibrahim@sstc.edu.sg) AND [crystal.wong@sstc.edu.sg](mailto:crystal.wong@sstc.edu.sg). Alternatively, you may also drop by SSTC Institute to hand-over the printed copy of the application to the Front Desk.

**Step 3:** You will receive an email with acknowledgement from us within 3 days once we have reviewed the registration form. We will advise you on the payable amount and modes as well, and any other information we may require.

**Step 4:** **Payment must be done by the deadline stated above.** Otherwise, a late fee will be imposed for each subject. It is the responsibility of the applicant to ensure there is enough time to complete the payment before the deadline.

**Step 5:** Once payment is confirmed, SSTC will proceed to register the student for the examinations. A Statement of Entry will be provided after successful registration.

**NOTE:** Assuming that the

- Registration Form is completed accurately,
- Supporting document(s) submitted promptly,
- Payment made within 24 hours of receiving the payment details by email,

the entire process will be completed in 5 days.

Enquiries or Application Form submitted 3 days before the deadline may miss the deadline and hence, may incur the late fees.

**REFUND POLICY**

- If a written notice of withdraw from the exam has been given **before the standard registration deadline**, you will receive a refund of the subject fees (less 35% of the total, which is deducted as an administrative fee).
- You will **not receive a refund** after the standard registration deadline.





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**Section 3: If the candidate has previously attempted Cambridge Exams (IGCSE / O LEVEL / AS & AL)**

Tick this box if this section is **NOT** applicable to you.

Year of Exam	Examination Series (e.g. June / November)	Centre Number*	Candidate Number

\* Include any attempts in SSTC Institute in the previous series as well.

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**Section 4: If the candidate needs any access arrangements (e.g. 25% extra time etc.)**

Tick this box if this section is **NOT** applicable to you.

Elaborate the access arrangements to be requested:

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List the Supporting Documents available as evidence for the access arrangements requested:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Note that any request for Access Arrangements will be submitted to Cambridge Assessment International Education (CIE) on behalf of the student and the final decision will be made by CIE. The candidate will be notified of the outcome. No refund will be made regardless of the outcome of the access arrangement request.

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**Section 5: Subject Selection**

Qualification Level:

- Cambridge IGCSE
- Cambridge International AS & A Level

Subjects and Options:

Complete this table by referring to the “List of Subjects and Options” document.

Do not write anything in the spaces below “FOR OFFICIAL USE”.

S/No.	Syllabus Code				Option Code		Examination Fee			FOR OFFICIAL USE
01										
02										
03										
04										
05										
06										
07										
08										
09										
10										
<b>TOTAL FEE (SGD) (inclusive of GST)</b>										

**FOR OFFICIAL USE**

Payment Date: \_\_\_\_\_ Payment Mode: \_\_\_\_\_

Payment Receipt Processed by: \_\_\_\_\_

Payment Receipt Number: \_\_\_\_\_



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**Section 6: Supporting Documents**

Documents must be colour scans of the original, where applicable. Please ensure no part or pages of the document are missing. Unclear/missing documents will lead to a delay in processing of your application.

Do not write anything in the spaces below “FOR OFFICIAL USE”.

Supporting Documents	Tick (✓) to confirm you have included this	FOR OFFICIAL USE
NRIC (for Singaporean and Singapore PR Candidates)		
Passport Biodata Page (for Non-Singaporean Candidates – including Singapore PR)		
Medical/Supporting Document(s) for Access Arrangement listed on Page 3		
Supporting Document:		
Supporting Document:		

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**Section 7: Declaration**

- I have read through and understood all the contents of this document.
- I have ensured that all the information provided by me is true and accurate.
- I agree to abide by the refund policy as stated on Page 1 of this document.

*Note: Ensure to check that all the information you have provided in this form is accurate. An amendment fee will be imposed for any changes/amendments requested after the Standard Registration deadline.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Guardian/Parent’s signature, if candidate is less than 18 years old)

(Candidate’s signature, if candidate is 18 years old or more)

**END OF REGISTRATION FORM**