

MINISTRY OF EDUCATION, YOUTH AND CULTURE
EXAMINATION ASSISTANCE PROGRAMME 2003/04

Information and instructions for completion of forms:

1. The Assistance Programme applies to **CXC/CSEC** examination. The assistance does not extend to **CAPE**. Students sitting Human and Social Biology, at **G.C.E. O' Level** are included providing this is the only Science subject of the four subjects selected. The subjects for which assistance is given are detailed at (2) below.
2. The assistance covers a maximum of four subjects: English (A) Language, Mathematics, Information Technology and one (1) Science subject in C.X.C or Human and Social Biology in G.C.E O'Level.
3. The assistance is subject specific and not transferable to other subjects.
4. Forms are to be completed in triplicate. (A copy each for Overseas Examination Office, Ministry of Education, Youth and Culture and the school records).
5. The copy for the Ministry of Education, Youth and Culture should be returned to the Regional Office, where they will be checked and sent to Dr. Mary Campbell, S.E.O (Office of the Deputy Chief Education Officer – Operations).
6. Schools should pay all other fees due to the Overseas Examination Office before they submit forms to the Ministry of Education, Youth and Culture (Regional Office) for the payment of subsidy for the 4 subjects. Evidence of payment to OEO should be presented with the assistance forms.
7. ***The deadline for submissions to the Regional Office is November 7, 2003.***
8. Only 5th form/Grade 11 students who are sitting the examinations for the first time are eligible for this subsidy. Students in other grades or students who are repeating subjects are ***not eligible***. Principals are to ensure that the benefit is extended only to the students for which it was intended.

Completing the Forms

Column Heading	Details
No. of subjects being taken	Enter total number of C.X.C/CSEC subjects being taken by student.
E	Check box if English (A) Language is being taken
M	Check box if Mathematics is being taken
IT	Check box if Information Technology is being taken
Science Subjects	Only one (1) box per student may be checked from this group. Students registering for Human & Social Biology cannot choose another science subject from this group. (Bio = Biology, Phys. = Physics, Chem = Chemistry, Int. Sc. = Integrated Science, Agri. Sc. = Agricultural Science)
Total subject fees payable \$	The total cost of the examination
Payment by school to Overseas Examination Office \$	The total payable less total Ministry subsidy
Payment by MOEY&C to Overseas Examinations Office \$	The total payable by MOEYC for the subsidy for 4 subjects (do not include the amount for Human & Social Biology). Information re Human & Social Biology should be recorded on the separate form provided.
Payment by NCB to Overseas Examination Office	The Total payable by National Commercial Bank for two (2) business subjects.