



**UT Preparatory
Academy**

Address: 205 Sparks Avenue, Toronto, ON M2H 2S5
Website: www.utpa.ca **Email:** admin@utpa.ca
Telephone: +1 (647) 557-0917 **Fax:** +1 (647) 557-0919

CIE Examinations Registration Form June 2025 Series

Personal Information

Title (Mr. / Ms.): _____

Given Name: _____

Family Name: _____

Date of Birth: _____

Main Language Spoken: English / Other: _____

Residential Address:

Contact Number: _____ Email Address: _____

If you already have a Unique Candidate Identifier (UCI) or a previously issued candidate number, include these details below. For first-time candidates registering for IGCSE or GCE exams, these identifiers will be provided after registration is processed

UCI (Applicable to UK candidates): _____

Past Examination Centre Number: _____

Previous Candidate Number: _____

To avoid any issues, ensure that the information provided matches the details on your official identification. Errors or inconsistencies could lead to delays or incur additional fees, so please review your submission carefully before sending it in.



Examination Details:

UT Preparatory Academy facilitates the following CIE examination options:

- AS/A Level Exams

Key Notes:

- As part of CIE Administrative Zone 2, we do not administer O-Level or Pre-U examinations.
- Speaking examinations and Physics practical components are not offered to private candidates.

Candidate Responsibilities:

- Familiarize yourself with the relevant syllabus and acquire all necessary materials independently. It is critical to review the syllabus guidelines to ensure compliance with the examination requirements and rules.
- Verify your exam schedule and ensure punctual arrival, at least 15 minutes before the commencement of the exam. Late arrivals may face disqualification or reduced exam duration. Candidates arriving after the designated key times will not be permitted entry.
- For International Language exams, candidates are expected to supply their own approved texts, adhering strictly to syllabus regulations. UT Preparatory Academy does not provide supplementary materials for these examinations.
- If traveling to Canada for exams, consult the local Canadian Embassy to address visa requirements. Ensure that your visa application process is initiated well in advance of the registration deadline



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Please indicate which exam date, code, and syllabus/component you would want to register for.

Syllabus/Component	Code	Exam Date
<i>I.e. Economics (Multiple Choice)</i>	9708/31	June 11, 2025



Fee Schedule

Refund Policy: All fees are non-refundable. Refunds will not be issued under any circumstances, including cancellations, no-shows, or errors in registration. Candidates may opt to transfer their registration to the next available examination series only if approved by CIE and UT Preparatory Academy.

Description	Cost
Administration Fee	\$280.00
Examination Fee	\$270.00 x Number of Papers
Total	

The **Administration Fee** covers the costs associated with processing your registration, coordinating with CIE, and managing examination logistics. This fee is mandatory for all candidates.

The **Examination Fee** per Paper applies to each individual exam paper you register for. This includes the cost charged by CIE as well as additional invigilation and administrative expenses.

If you register late, a late registration fee of \$160.00 per syllabus will apply. Additionally, if you require your certificate to be mailed outside of Canada, an international mailing fee of \$150.00 will be charged.

For assistance with fee calculations, candidates may contact the UT Preparatory Academy administrative office.



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Examination Day Instructions

Arrive at least 15 minutes prior to your scheduled exam time. Late arrivals may face penalties as outlined in the CIE regulations.

Exam key times:

- **Daylight Savings Time:** Morning (9:00 AM), Afternoon (1:00 PM)
- **Non-Daylight Savings Time:** Morning (8:00 AM), Afternoon (12:00 PM)

Present valid photo identification, such as a driver's license or passport. Identification must be current and match the name on your registration form.

Exam Venue:

205 Sparks Ave, North York, ON M2H 2S5

Candidates are encouraged to familiarize themselves with the location prior to the examination date to ensure timely arrival. Parking and transit options should also be reviewed in advance.

Registration Submission

To complete your registration, submit the following documents to admin@utpa.ca:

- Completed registration form
- "Using Your Personal Information" form
- Proof of Payment

If you have any questions or concerns, please contact the coordinator at admin@utpa.ca



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Post-Examination Process

Once the exams are completed, CIE will process the results and send them to UT Preparatory Academy.

After the results have been received, candidates will be notified with instructions on how to collect their certificates or request them to be mailed.

For those needing results quickly, the Cambridge Priority Results Service is available as an expedited option.

Timeline for Online Results:

Generally, results can be accessed online about two months after the final exam. The exact release date will be shared via email once confirmed.

Certificates will be stored at the academy for one year. If not claimed within this timeframe, additional charges may apply for retrieval or reissuance.

Use of Personal Information:

Candidates must complete the "Using Your Personal Information" form, which facilitates the processing of their registration. UT Preparatory Academy employs this data solely for registration purposes and statistical analysis of the center's performance metrics.

Data privacy is of utmost importance. Personal information will not be shared with third parties except as required for CIE registration and reporting purposes.



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Payment Method

All payments are non-refundable. In the event of exam cancellations, fees may only be transferred to the next available examination series.

1) For credit card payments, provide the following details:

- Credit Card Type: VISA or MasterCard
- Cardholder Name (As it appears on the card): _____
- Billing Address: _____
- Credit Card Number: _____
- CVC: _____
- Expiry Date: _____

2) E-Transfer - If you are interested in paying by e-transfer, please contact us at admin@utpa.ca to make arrangements.

3) Money Transfer - If you wish to transfer funds directly from your account, please use the following account information and e-mail us a copy of your receipt.

Beneficiary Name: UT Preparatory Academy

Beneficiary Address:

Canadian Imperial Bank of Commerce

Branch Address: 13235 Yonge Street, Toronto,

Ontario · L4E 3L2, Canada

Beneficiary's Account Number:

Institution No: 010

Transit/Branch No: 02592

Account No: 1082418

SWIFT Code: CIBCCATXXX

CC CODE: 001002592



**Cambridge Assessment
International Education**

Cambridge International School