



**BRITISH  
INTERNATIONAL  
DISTANCE  
COLLEGE**

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GDE Reg. No.: 400111  
Umalusi accreditation: SCH 000361 PA  
Cambridge International Examination Centre: ZA 557

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Bryanston Campus Principal: David Cawdry B.A. TTHD  
Pretoria Campus Principal: Alba van Dyk B.A. HED  
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## **General Information Booklet 2018**

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**UNIVERSITY of CAMBRIDGE**  
**International Examinations**

**CAMBRIDGE INTERNATIONAL FELLOWSHIP CENTRE**

# Distance Education that works!

Welcome to **British International Distance College (BIDC)**. We are proud to have been selected by the University of Cambridge to offer this unique opportunity to provide you with up to date, quality distance learning education of the highest international standards.

On completion of your selected course you will have a University of Cambridge International Examinations qualification. BIDC students write examinations set and marked by the University of Cambridge International Examinations board in the U.K. and have ongoing support throughout the year from the Cambridge trained, highly experienced and successful British International College Tutors in Johannesburg.

## QUALITY

In response to the increasing demand for quality distance education, we offer this affordable and effective service to students who do not wish to enter into full time study. BIDC aims to make distance learning worthwhile, effective and manageable by ensuring that our students receive continual support and feedback throughout their years of study.

## WHY BRITISH INTERNATIONAL DISTANCE COLLEGE?

The British International Distance College has been providing distance tuition in Cambridge qualifications since 2001. We are a fully approved Cambridge centre and our students have produced spectacular results year after year. Exams can be written at our venues countrywide.

We have more than 40 lecturing staff on hand for queries, who are arguably the most highly qualified and experienced in the country. Add to this our week by week work programme, additional study material, text books and online material, assignment history via our website, exam preparation and laboratory tutorials as well as unlimited telephonic, Skype and email support, and it becomes clear why the British International Distance College is the premier institute for secondary distance education in South Africa.

## ABOUT DISTANCE EDUCATION

Distance education is the term given to the provision of education to students usually via correspondence or some other means of distance communication. With the recent rapid developments in technology and communication, distance education is now, more than ever, a completely viable and realistic alternative to conventional full time study, although research indicates that pure online study is not as effective as “blended” or mixed online / paper based learning.

A qualification obtained through a reputable provider of distance education, is just as respected and widely recognised as it would be, had it been obtained through attendance at a conventional educational institution, since students should sit the same examinations. Please note that all students under the age of 15 must be registered as a home education learner with your Provincial Education Department. The onus is on the parent to register the student with the Education Department. Information on how to register can be found on their website, for example Gauteng:

<http://www.education.gpg.gov.za/Schools/Pages/default.aspx>

## HOW OUR DISTANCE COURSES WORK

As with any form of academic endeavour, the results one can expect are directly dependent on the degree of commitment and effort one puts in. This is especially true with regards to distance education. Once the study material has been received by mail, courier or collected in person, it is up to the student to follow the work programme suggested and to submit assignments.

Our Tutors will mark and return any assignments submitted and will be available for discussion and guidance. The student is, of course, welcome to contact us at any point during their studies with queries and questions regarding the course or their studies in general. In addition, Exam Preparation Tutorials in all subjects are held prior to the Cambridge International examinations. Although attendance at these Tutorials is optional, it is obviously highly recommended as they cover exam preparation, lab work, exam technique and particularly difficult areas of the study material.

We also offer optional additional services such as Science laboratory practical workshops and Topic Tutorials for consolidation of especially difficult topics. There is a cost to these optional services as not every student will wish to make use of these.

## PRIMARY CHECKPOINT

This Cambridge assessment is available to children before they begin their secondary school studies.

## FOUNDATION COURSE (Equivalent to grades 7, 8 & 9)

Our Foundation course is designed to give students a firm grounding in the concepts of Mathematics, Combined Science and English. University of Cambridge International Examinations Secondary Checkpoint diagnostic tests are available for these subjects. All other subject exams are marked locally at the College. At this level, we recommend that you take as many subjects as possible in order to ensure a firm base for future study and to establish your strongest subjects for IGCSE level.

**Please note: Students under the age of 15 must be registered as a home education learner with your Provincial Education Department.**

## IGCSE COURSE (Equivalent to grades 10 & 11)

The International General Certificate of Secondary Education is offered in over 160 countries worldwide, both in international schools and in institutions catering for local populations. It was introduced in 1988 as a replacement for O Levels in many countries, and is internationally recognized as being equivalent to the GCSE in the United Kingdom. Grading is on an eight-point scale (A\*-G). The International General Certificate of Secondary Education (IGCSE) has been designed to equip students with the skills needed for immediate employment. IGCSE is recognized as evidence of ability by academic institutions and employers around the world. It is a valid school learning qualification.

IGCSE provides a broad study programme by drawing subjects from five areas: Languages, Humanities, Social Sciences, Mathematics, Creative, Technical and Vocational. Within the curriculum there is a balanced mix of practical experience and theoretical knowledge.

Differing abilities are catered for with a choice of Core and Extended examinations in some subjects, making IGCSE suitable for all students. The IGCSE curriculum allows teaching to be placed in a localized context, making it relevant in different regions. It is also suitable for students whose first language may not be English and this is acknowledged throughout the examination process.

In some countries, IGCSE qualifications will satisfy the entry requirements for university. In others, they are widely used as a preparation for AS Level, A Level, International Baccalaureate and US Advanced Placement Programmes.

### **AS LEVEL COURSE** (Equivalent to grade 12)

The Advanced Subsidiary Level is equivalent to Year 12 of South African schooling. AS level is the first half of the A level qualification and may be accepted for admission to university in South Africa, USA and Australia, among other countries. Candidates who achieve a pass grade will be placed in one of five categories: a, b, c, d, e. If you choose the AS level route to a South African University you must meet all the requirements in a maximum of TWO exam sessions and meet the subject group requirements in subjects passed at a 'd' grade at least.

### **ACADEMIC SUPPORT**

- **Study Pack** - Your study pack for each subject will contain the following:
  - A work programme with a weekly planner to keep you on track.
  - Assignments set by the Tutors to assess your progress.
  - Textbooks.
  - Additional materials both digital and printed.
  - Syllabus and 3 years of past Cambridge examination papers.

### **Assignments**

There will be six assignments for each subject and these are submitted to the College for marking. These assignments are linked to the work programme and are set by your subject Tutor. It is important that you complete these assignments so that you can monitor your progress and ensure that you are able to cope with the type of questions set by University of Cambridge International Examinations in your final qualifying examinations.

### **Help-Line**

You may phone, skype or e-mail your Student Advisor at the Distance College during office hours (8am to 5pm) for any assistance. If you have a subject specific query please make use of this service too.

### **Internet**

Students can log onto <http://bi-oss.co.za>. Your student number is your password and you have access here to all your assignment marks online. Cambridge has an interactive web site [www.cambridgestudents.org.uk](http://www.cambridgestudents.org.uk) with over 360 hours in colourful tutorials and online tests for our students.

## **Tutorial and Practicals**

Tutorials and Practical sessions take place in April for students entered for the May/June Cambridge exams and in September for those students entered for the October/November exams. It is strongly recommended that you take advantage of the opportunity to attend the Tutorial sessions.

At this time you will have the chance to meet your Tutors and discuss your problems face to face. We focus on exam preparation and will enrich the work covered by your course. For example there will be practical laboratory sessions in Science and Biology; mapwork skills in Geography and group discussions in English Literature.

## **Student Advisors**

The British International Distance College's Student Advisors are on hand to assist you with academic support, guidance and ongoing assistance. You are welcome to contact us on (011) 706 7199.

## SUBJECT CHOICES

### Lower Secondary Studies

#### FOUNDATION COURSE YEAR 7 AND YEAR 8

**Note: Students must take ALL Subjects**

English

Mathematics

Combined Science (Physics, Chemistry & Biology)

Integrated Topics (Geography, History, Business Studies, Health Education, Expressive Arts)

#### FOUNDATION COURSE YEAR 9

**Note: Students must take ALL compulsory subjects. Students usually choose 2 subjects in addition to the compulsory subjects; an extra subject is recommended if taking the Foundation course over two years.**

##### **COMPULSORY SUBJECTS**

English

Afrikaans or French

Mathematics

Combined Science (Physics, Chemistry & Biology)

##### **ADDITIONAL SUBJECTS – Minimum 2**

Geography

History

Business Studies

Art and Design

Information and Communication Technology (ICT)

## Upper Secondary Studies

### IGCSE Courses

#### IGCSE 01 (CORE) COURSE

**Note: CORE is the basic material of a course. EXTENDED is in depth and is more complex, and teaches some new aspects of the course, that CORE does not teach. When you take the EXTENDED course, you also learn the CORE syllabus. The extended exam tests you on everything in the CORE and EXTENDED syllabus. The main difference is that if you choose to take CORE for one subject, the maximum grade you can get in the IGCSE exams for that subject is a C, because the exam is easier. However, when you take the EXTENDED course, the maximum grade is A\*.**

#### **LANGUAGES:**

English 1st Language 1

Afrikaans 2nd Language 1

French Foreign Language 1

} Minimum of 1

#### **SCIENCES:**

Biology (Practical) 1

Physical Science( Practical) 1

Mathematics 1

## IGCSE 02


**Note: Students usually choose 6 subjects from the correct groups. An extra subject is recommended if taking the IGCSE course over two academic years.**

**Please consult your Student Advisor when choosing subjects and examination sittings.**

**\*IGCSE is the highest level as AS level is not available.**

### **IGCSE COURSE (Grade 10 & 11) – Minimum 5 subjects LANGUAGES**


English 1<sup>st</sup> Language 1 or  
English 2<sup>nd</sup> Language  
Afrikaans 2<sup>nd</sup> Language  
French Foreign Language



Minimum of 2

#### **SCIENCES**

Biology (Practical)  
Physical Science (Practical)  
Mathematics 1



Minimum  
of 1

#### **HUMANITIES**

Geography  
History  
English Literature\*  
Sociology\*



Minimum  
of 3

#### **VOCATIONALS**

Travel and Tourism\*  
Accounting  
Art and Design (Practical)  
Business Studies  
Computer Studies (Practical)\*  
Music



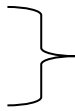
## AS Level

**Note: Students usually choose 5 subjects and must include the correct groups. An extra subject is recommended if sitting the AS Level examinations over two sittings for South African university entrance. Please consult your Student Advisor when choosing subjects and examination sittings. For University entrance please see page 12 (USAf (previously HESA) requirements for university entrance in South Africa)**

### **AS Level COURSE (Grade 12) – Minimum 4 subjects**

#### **LANGUAGES**

AS Level English  
AS Level Afrikaans



Minimum of 1

#### **SCIENCES**

AS Level Biology (Practical subject)  
AS Level Physics  
AS Level Chemistry  
AS Level Mathematics

#### **HUMANITIES**

AS Level Geography  
AS Level History  
AS Level Psychology

#### **VOCATIONALS**

AS Level Accounting  
AS Level Art and Design (Practical subject)  
AS Level Economics  
AS Level Business Studies  
AS Level Music



Minimum of 4

## Online Resources

Cambridge has a new website entirely dedicated to students studying Cambridge IGCSE and AS Level / A level qualifications. Your work programme will draw your attention to a number of other useful websites for the specific subject.

There are lots of useful resources and material to help you prepare for your exams:

- Past Papers
- Revision Tips
- Study checklists
- Online competitions and educational games

Visit the site at [www.cambridgestudents.org.uk](http://www.cambridgestudents.org.uk)

### **Association with Cambridge (CIE)**

***It was announced in 2003 that in recognition of the work the British International College has done in promoting the Cambridge philosophy in South Africa it has been awarded Cambridge International Fellowship Centre status. There are only a few Cambridge International Centres worldwide to be granted this prestigious status, which is akin to a hotel being awarded 5 stars.***

Cambridge International Examinations is one of the world's leading providers of international qualifications and assessments. They have a broad range of qualifications that have been created with an international audience in mind, making them interesting and relevant for students. They also work hard to make sure Cambridge qualifications are accepted and recognized across the globe. The international recognition of the qualification is of fundamental importance – they are accepted and valued by educational institutions and employers worldwide. Recognition on this scale is something that cannot be taken for granted, so Cambridge operates a continuous programme to ensure qualifications are globally relevant.

Cambridge constantly review their assessments and introduce new subject areas and qualifications. By working closely with the University of Cambridge, Cambridge is at the forefront of developments in education - using new technology in the delivery and assessment of examinations.

For more information please visit: [www.cie.org.uk](http://www.cie.org.uk)

**For South African University admission to Bachelor Degree studies:**  
**(“Matric” with Bachelors Admission / full exemption)**

**Contact Details:**

**Universities South Africa (USAf)**

Matriculation Board & Exemption Certificates

Switchboard: +27 010 591 4401/2

Fax: +27 86 680 5727

E-Mail:

P O Box 27392

Sunnyside

Pretoria

0132

South Africa

1st floor, Blocks E & D

Hadefields Office Park

1267 Pretorius Street

Hatfield, Pretoria

South Africa

**Certificate of complete exemption by virtue of Advanced Subsidiary Level examinations of the examining bodies:**

**14.** (1) the Committee of Principals shall issue a certificate of complete exemption to a person who passed –

(a) in at least five different subjects on the Advanced Subsidiary and IGCSE / O Level including one selected from each of Groups I and II, and two selected from two of Groups III, IV and V:

**Group I:** A first language approved by the Committee of Principals;

**Group II:** A second language approved by the Committee of Principals;

**Group III:** A third language approved by the Committee of Principals not offered for the purpose of Group I or II, Biology, Chemistry, Mathematics or Physics;

**Group IV:** Art, Biology (if not offered under Group III), Chemistry (if not offered under Group III), Economics, Geography, History, Mathematics (if not offered under Group III), Music or Physics (if not offered under Group III);

**Group V:** Accounting, Business Studies, Computing, Design and Technology or Further Mathematics;

(b) in four Advanced Subsidiary Level subjects, of which at least one shall be from Group I or II and at least two shall be selected from two of Groups III, IV or V. Provided that any recognised language subject from Group III may be recognised as a Group II subject satisfying the grouping requirements of that group only;

(c) in English Language at Advanced Subsidiary or IGCSE / O Level.

(2) An Advanced Subsidiary Level subject from Group V of subparagraph (1)(a) may only be recognised for the purpose of subparagraph (1)(b), if the candidate has passed in Mathematics on at least IGCSE / O Level.

(3) A candidate must have satisfied all the requirements of subparagraphs (1)(a) and (1)(b) at not more than two examination sittings (i.e. in any two calendar years.)

(4) Where a subject is not examined in the November examination, the preceding or following June examination sitting, and in the case where the main examination is in June, the previous or subsequent November examination sitting will be regarded as the same examination sitting for the purposes of subparagraph (3).

“Advanced Subsidiary subject” means a subject passed with a symbol A, B, C or D at Advanced Subsidiary Level as prescribed for the examinations of the examining bodies.

### **Contact Details:**

#### **South African Qualifications Authority (SAQA)**

Helpdesk: 086 010 3188

Switchboard: +27 (0) 12 431 5000

E-Mail: **Evaluation of Foreign Qualifications:** [ceeq@saqa.co.za](mailto:ceeq@saqa.co.za)

Street address: Postal Address:

Hatfield Forum West Postnet Suite 24

1067 Arcardia Street, Hatfield Private Bag X06

Pretoria Waterkloof, 0145

## **Matric for Higher Diploma Admission: (without Bachelor Degree admission)**

GENERAL CERTIFICATE OF EDUCATION  
INTERNATIONAL CERTIFICATE OF EDUCATION  
CAMBRIDGE OVERSEAS SCHOOL CERTIFICATE  
INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION  
AND SIMILAR SCHOOL LEAVING CERTIFICATES



A minimum of five subjects passed at Ordinary Level (Grades A-G / 1-8), including English Language and/or the mother tongue, warrants an evaluation of Grade Eleven.

To obtain an evaluation of a National Senior Certificate (in its most basic form, i.e. excluding Matriculation Exemption), one of the following subject combinations is required:

### **Option 1**

A total of four different subjects, including three Ordinary Level / IGCSE subjects graded A to C (or 1 to 6), plus one Advanced Level (grade E).

or

a total of six different subjects, including five Ordinary Level / IGCSE subjects graded A to E (or 1 to 8), plus one Advanced Level (grade E).

### **Option 2**

A total of five different subjects, including three Ordinary Level / IGCSE subjects graded A to C (or 1 to 6), plus two passes at one of the following levels: Advanced Supplementary (grade E), Higher General Certificate of Secondary Education (HIGCSE) (graded 1-3<sup>1</sup>), or recognised equivalent.

or

A total of seven different subjects, including five Ordinary Level / IGCSE subjects graded A to E (or 1 to 8), plus two passes at one of the following levels: Advanced Supplementary (grade E), Higher General Certificate of Secondary Education (graded 1-3 – Grade 4 is considered to be the equivalent of IGCSE Grades A-C), or recognised equivalent.

Each of the above combinations must include either English Language, or the mother tongue as a first language.

This evaluation will primarily be intended for employment purposes, but may be accepted by tertiary institutions, such as universities of technology and nursing colleges, for purposes of further study according to their own requirements in terms of subjects and grades. *Candidates should therefore ascertain the acceptability of such an evaluation to the admitting institution beforehand.* University admission for purposes of first degree study is subject to Matriculation Exemption, which is the sole prerogative of the Matriculation Board and not likely to be considered on the basis of the conditions for upgrading as set out above.

Information on lectures for study purposes and arrangements for official examinations may be obtained from education and training providers.

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<sup>1</sup> – Grade 4 is considered to be equivalent to IGCSE Grades A-C

## **INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION AND SIMILAR SCHOOL LEAVING CERTIFICATES**

A minimum of five subjects passed at IGCSE / O Level (Grades A-G / 1-8), including English Language and/or the mother tongue, warrants an evaluation of Grade Eleven.

To obtain an evaluation of a Senior Certificate (in its most basic form, i.e. excluding Matriculation Exemption), one of the following subject combinations is required:

1. A total of four different subjects, including three IGCSE / O Level subjects graded A to C (or 1 to 6), plus one Advanced Level

OR

a total of six different subjects, including five IGCSE / O Level subjects graded A to E (or 1 to 8), plus one Advanced Level.

OR

2. A total of five different subjects, including three IGCSE / O Level subjects graded A to C (or 1 to 6), plus two passes at one of the following levels: Advanced Supplementary, Higher General Certificate of Secondary Education (graded 1-3 ), South African Senior Certificate Higher Grade, or recognised equivalent

OR

A total of seven different subjects, including five IGCSE / O Level subjects graded A to E (or 1 to 8), plus two passes at one of the following levels: Advanced Supplementary, Higher General Certificate of Secondary Education (graded 1-3 – Grade 4 is considered to be the equivalent of IGCSE Grades A to C), South African Senior Certificate Higher Grade, or recognised equivalent.

Each of the above combinations **must include English Language, or the mother tongue as a first language.**

This evaluation will primarily be intended for employment purposes, but may be accepted by tertiary institutions such as Technikons and nursing colleges, for purposes of further study according to their own requirements in terms of subjects and grades. Candidates should therefore ascertain the acceptability of such an evaluation to the admitting institution beforehand. (University admission for purposes of first degree studies is subject to Matriculation Exemption, which is the sole prerogative of the Matriculation Board and not likely to be considered on the basis of the conditions for upgrading as set out above.)

## EXAMINATION INFORMATION

- Foundation College exams, Cambridge International Checkpoint Assessments and Cambridge Progression tests can be written in May/June and October/November.
- IGCSE and AS level examinations are written in May/June and October/November of each year.
- All Cambridge exams must be written at an approved Cambridge Examination centre.
- AS Level students should consult a B IDC student advisor regarding the examination sittings rule for university admission.
- IGCSE Physical Science and all Afrikaans examinations are only offered by Cambridge in November session.

<b>Examination Venues:</b> Pretoria	British International College  130 Bryanston Drive Bryanston Gauteng	British International College  201 East Avenue Eastcliffe Pretoria
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### Alternate Venues:

If students are unable to write exams at British International College in Bryanston or Pretoria, the College has arranged additional exam centres which may be closer to your home. **These are at Cambridge's discretion and do involve costs for hire of a venue, courier fees, invigilation fees etc. These costs are over and above exam fees charged by Cambridge.**

### Oral and Practical Examinations

Orals in IGCSE English 2nd Language and IGCSE French Foreign Language are part of the Cambridge examinations. These orals must be done at British International College campuses.

IGCSE and AS Level Art and Music examinations are also completed at the College campuses only.

We have obtained special permission from Cambridge to conduct these examinations during April and September when students are at the campus for Tutorials.

AS Level Biology, Chemistry and Physics have a practical exam. This can **only** be completed at British International Colleges in Bryanston or Pretoria. Students selecting these courses are strongly advised to attend the Tutorials and practical sessions before the exams.

### EXAM ENTRY DEADLINES:

- **For May/June Examinations: 31 January**
- **For October/November Examinations: 31 May**

**NOTE: Late entries incur financial penalties from Cambridge and may even be refused.**

### Examination Results

Examination scripts are sent to the United Kingdom to be marked by examiners at Cambridge University. Results are sent back to B IDC in August for June exams, and in January for November exams.

## **BIDC CONTACT DETAILS:**

### **Physical Address:**

130 Bryanston Drive  
Bryanston  
Sandton  
Gauteng

### **Postal Address:**

Private Bag X 79  
Bryanston  
2021  
South Africa

### **Telephone:**

General Information (011) 706 7199  
Fax 086 602 9799  
Help Line (to contact Tutors) (011) 706 7199

E- Mail : [admin@bidc.co.za](mailto:admin@bidc.co.za)

Web: [\*\*www.bidc.co.za\*\*](http://www.bidc.co.za)



## **Schedule of Fees – 2018 Courses**

### **Schedule of Fees – 2018 Early Bird Special**

#### **Foundation - Stage 7 and 8**

Registration Fee	R 1 670 pa
Course Fee	R 2 930 per subject
Carry Over Fee	R 550 per subject
Personal Development Programme	R 760
College Exam Fees	R 150 per subject

#### **Foundation – Stage 9**

Registration Fee	R 1 670 pa
Course Fee	R 3 480 per subject
Combined Science	R 5 990
Art and Design	R 3 980
Carry Over Fee	R 550 per subject
Personal Development Programme	R 760
Cambridge Exam Fees	*UK £18.20 per subject (Maths, Science and English only)
College Exam Fees	R 150 per subject

#### **IGCSE**

Registration Fee	R 1 670 pa
Course Fee	R 5 320 per subject
Practical Subjects (Art, Biology Core)	R 5 990 per subject
Practical Subjects (Biology Extended)	R 6 130
Music	R 6 640
Physical Science	R 8 780
Carry Over Fee	R 550 per subject
Personal Development Programme	R 1 390
Exam Fees	*UK £34.23 per subject

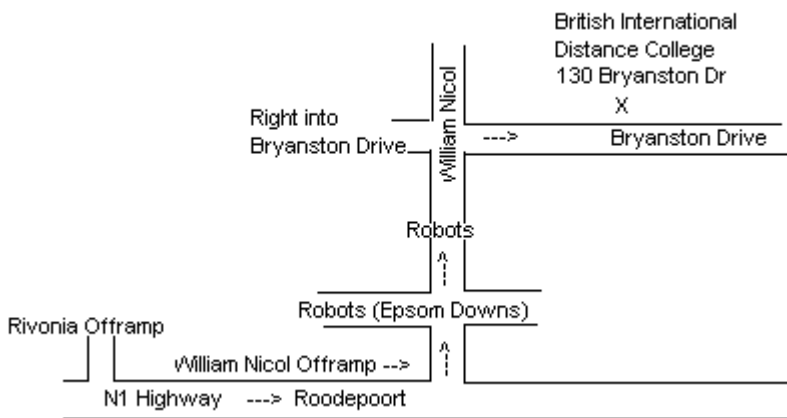
#### **AS Level**

Registration Fee	R 1 670 pa
Course Fee	R 5 690 per subject
Music	R 6 580 per subject
Biology	R 8 640
Physics	R 8 760
Chemistry	R 8 960
Geography	R 5 960
Psychology	R 6 160
Carry Over Fee	R 550 per subject
Personal Development Programme	R 1 450
Exam Fees	*UK £38.96 per subject

**Note:**

- Payment of fees (excluding the examination fees) is in full upon registration, by EFT or credit / debit card.
- For our students' safety, cash payments cannot be accepted on campus.
- Examination entry fees must accompany exam entry applications before they can be processed.
- **Banking details:**  
**British International Distance College**  
**Standard Bank Fourways Crossing**  
**Branch Code: 00 99 53**  
**Account Number: 02 335 7495**  
**Swift code SBZAJJ**

**MAP TO THE COLLEGE**



## Frequently Asked Questions (FAQ's)

### 1. How can I contact my Tutor(s)?

A request for your Tutor can be e-mailed to your Student Advisor and we will pass it on to them. You may also phone (011 706–7199) or email the British International Distance College during office hours and leave a message for your Tutor to contact you. The Tutors have set times each week when they respond to student queries. There is no additional fee for this service.

### 2. Are the BIDC courses online?

The British International Distance College prescribes textbooks recommended by Cambridge International Examinations and supplements these with detailed weekly work programmes, including online resources, assignments, syllabi, past examination papers and any additional notes the Tutor feels may assist you with that particular subject. Research shows that this “blended” approach of a balance between printed textbooks and digital materials ensures best opportunities for a student to learn in the 21<sup>st</sup> century.

### 3. Do I need a student card and how much is it?

Students must have a student card for the purpose of identification at all Cambridge examination sittings. **Students will not be allowed to write examinations without producing a student card.** This is a Cambridge prerequisite. There is no cost for the card – the student does have a responsibility, however, to supply the British International Distance College with **two recent passport size photographs** (in black and white or colour) upon registration. Replacement cards cost R20.

### 4. Are the Cambridge qualifications recognized by South African Universities?

Yes. The Cambridge International qualifications are recognized by the Matriculation Board (USAf) for bachelor degree admission purposes. Please note that to attain this (Matriculation with Exemption) you will need to fulfil the requirements prescribed by USAf. Details are available from the Distance College and from the USAf website.

### 5. What does ‘exam sitting’ mean?

An ‘exam sitting’ is a date and time set by Cambridge when a particular subject is examined at a Cambridge Centre.

### 6. What do the Tutorials cost?

The cost of Tutorials forms part of the course fee and there is no additional cost for Tutorials. The Tutorials are offered in April and September for students who are registered for that Cambridge exam.

### 7. What is meant by a ‘carry-over’ subject and do I need to re-register?

Any subject that a student is registered for is valid for two academic years. This means that there is the option to ‘carry-over’ or continue with that subject after one year of study should a student not have completed the course in one academic year. Should a student wish to ‘carry-over’ any subject/s, they would need to **re-register in the second year and only pay the annual registration and subject carry over fees.** This will allow a student to continue to submit assignments not completed in the previous year and to receive ongoing support from the Distance College. This also enables a student to submit a Cambridge examination entry. A student who successfully completes a subject within one year and achieves the desired result would not need to ‘carry-over’ that subject to the next year and would proceed to the next level.

### **8. Must I take a second language?**

Yes. The Matriculation Board (USAf) requires that a first language and a second language form part of a student's choice of subjects in order to qualify for Matriculation Exemption. (Bachelor degree admission)

### **9. Must I do the IGCSE level?**

Students must have completed either Grade 11 or the IGCSE level before proceeding to AS Level in a subject. IGCSE's not only prepare them academically for the AS level, but the IGCSE results must accompany most university applications. This determines acceptance for the student's tertiary studies before the AS level results are available and is therefore most important.

### **10. What age should I be to start the Cambridge programme?**

The Cambridge programme is aimed at students of high school going age from 11-19 years of age. Please contact us for assistance, as we will be able to assess, recommend and advise each student.

### **11. What are the payment options?**

Payments can be made by: electronic funds transfer (EFT), direct deposit into the British International Distance College bank account, credit card or debit card. Cash is not accepted. Proof of payment must accompany your registration form.

### **12. If I have two children, can they share the same course?**

Students cannot share one course, but need to each purchase their own course material. Where textbooks are duplicated however new books may be returned to the Bookshop. This is solely at the discretion of the Bookshop. Books must remain unopened and in mint condition for refund.

### **13. How can I get in touch with other distance students?**

The Orientation Day held in late February on an annual basis, and Tutorials held in April and September for students entered to write examinations, are great ways of meeting other distance students. Students are welcome to supply contact details to British International Distance College to post on the website so that other students can contact them should they so wish.

### **14. How is BIDD affiliated with Cambridge?**

The British International Distance College is a proud supplier of Cambridge study material in South Africa. The Cambridge philosophy of education underpins courses which are demanding, challenging and thoroughly prepare students for tertiary study and the demands of modern life.

It was announced in 2003 that in recognition of the work the British International College has done in promoting the Cambridge philosophy in South Africa it has been awarded Cambridge International Fellowship Centre status. There are only a few Cambridge International Centres worldwide to be granted this prestigious status, which is akin to a hotel being awarded 5 stars.

### **15. Do you offer A-levels?**

The British International Distance College does not offer the second half of A levels. These can only be done by attending the classes at the full-time College in Bryanston (011) 706 7775 or Pretoria (012) 343 5237. We do however offer subjects at AS level which is the first half of A-level.

**16. Can I study overseas with Cambridge qualifications?**

Yes, Cambridge qualifications not only give students direct entrance to universities in Southern Africa, but also internationally. **Please contact the University of your choice for their admission requirements.**

**17. I struggle with examination technique, what should I do?**

The past examination packs that students are issued with at registration includes three years of past Cambridge examination papers per subject. By going through these papers, students can familiarise themselves with the format, content and time constraints they will face when writing their examinations. These are invaluable to students in improving their examination technique and confidence. Our Tutorials focus on exam preparation and technique so attendance is strongly recommended.

**18. When must I enter if I would like to write Cambridge examinations?**

May/June Examination: January

October/November Examination: May

**19. What happens to my exam entry should I decide to withdraw from an examination?**

Students who withdraw from an examination cannot be automatically entered at the next session, but will have to reapply for a future sitting and pay the necessary examination fees again.

**20. Can I change the time or date of a Cambridge examination?**

Cambridge examinations have to be written at the set time and date. These cannot be changed.

**21. What does AM and PM mean on my Statement of Entry?**

AM session starts at 10H00

PM session starts at 14H00

These times are for exams at the Johannesburg/Pretoria campuses.

Exams at alternative venues may start later.

**22. How do I know the length of each examination that I've entered for?**

You can establish how long an examination you have entered for will be by looking at the past papers and the relevant syllabus in your pack of study materials

**23. Can I contact Cambridge directly?**

No. Please do not contact Cambridge directly, as the Cambridge centre where you are registered is there to act on your behalf and to answer your questions. CIE does not liaise directly with students and/or parents and will simply refer you back to the college.

**24. Does BIDC have accommodation and transport facilities?**

We do have a list of recommended B&B's and transport providers who can assist you.

**25. Do I have to do orals and practical examinations at the College in Bryanston or Pretoria?**

Yes. The Biology, Physics and Chemistry practical examination must be completed at the campuses. AS level and IGCSE Art examinations are also completed at the campuses.

Oral examinations for English 2nd Language and IGCSE French Foreign Language require special arrangements and also need to be completed at the campuses. This is a Cambridge requirement.

**26. How do I enter for an examination?**

Examination entry forms must be completed and the required fee must be paid. Deadline dates must be adhered to in order to avoid penalties.

**27. Where can I find out the dates and times of my examinations?**

This is detailed on your Statement of Entry from Cambridge International Examination which is emailed to you.

**28. How will I get my examination results?**

Your examination results will be e-mailed to you once the College receives them from Cambridge. These are a Provisional Statement of results. The official Statement of Results follows about two weeks later and the official Certificate about three months later. You can arrange to collect the Statement of Results from BIDC Exams Officer. You may also request in writing to have this posted to you by registered mail.

**29. Does Cambridge provide percentage marks?**

Grades are given in Alpha grades only and your percentage marks are not provided. A key is provided to explain the value of the grade (uniform percentage mark).

**30. When are examination results released by Cambridge?**

Examination scripts are marked in the UK. Advice of results for Checkpoint, IGCSE and AS Level subjects arrive in mid-January, for November exams and in mid-August for the June exams.

**31. What is a Study Centre?**

A British International Study Centre offers supervision and ongoing assistance for students working on the British International Distance College courses to prepare students for Cambridge International Examinations. The British International Distance College ensures that all centres adhere to the conditions set by the British International College.