

## Instructions for Completing the Registration Process

To enroll students for the IBT Program, the school is required to complete the following:

- a. Registration Form:** Complete the attached forms (**Registration Form A &/or B**) and e-mail it back to ACER. Please follow the instructions given below:
- **School Name:** Please write the complete name of the school as this name will be used on all documents and reports related to the school.
  - **Principal:** Please provide full name of the current Principal of the school.
  - **Address:** Please provide the complete address/location of the school. Please provide the City, Country and Curriculum information in the spaces provided, along with the School Phone and Fax number (if any).
  - **Coordinator:** Please nominate one staff member as a designated Coordinator & provide his/her mobile number and email ID for all communication throughout the assessment process.
  - **Total number of participating students in each grade:** Please mention the exact number of students participating in each Grade under each Subject Area.
  - **Payment:** Based on the total number of registrations, the total amount (Less 10% administration fee) + VAT is payable to ACER, Dubai. Payment can be made via cheque or direct bank transfer to our company account. All payments MUST be made before the Test Dates.
- b. Student List Template:** To complete the registration process, we request you to send us the list of participating students in the attached **IBT 2023 Student List Template.xls**
- Please indicate the *School Name* (full name) and *IBT school ID* (if previously participated), and Curriculum.
  - Please indicate the *Student ID and Full Name* (First name followed by complete name) of the participating students in the columns provided. Ensure the spelling of the names is correctly entered to avoid errors.
  - Please provide the information regarding *Gender* (Male/Female); and *type DOB* in (dd/mm/yyyy) format.
  - In case there are any students with *Special Education Needs (SEN)* or other any other learning disabilities, please indicate Yes/No against student(s) name in the column provided.

SEN Description
<b>Functional Disability</b> – students who have moderate to severe permanent physical disability in such a way that they cannot sit for the Test(s).
<b>Intellectual Disability</b> – students who have cognitive, behavioural or emotional disabilities and in the opinion of qualified staff members are not able to perform on the Test(s).
<b>Limited Language Experience</b> – students who are not native speakers of English (language of the assessment) and have limited proficiency in the language.

- Please indicate the *Nationality* of each student in the column provided. (Emirati, Indian, British, etc.)
- *Grade & Section* must be correctly provided. [Grade – 1, 2, 3 (use drop down); & Section – A, B, C, Blue, etc.]
- Please indicate a "YES" or "NO" in the subjects column indicating the subject (s) being attempted by each student. (For e.g. if a student is sitting for Arabic A and Reasoning Skills Assessment-please choose "YES" under Arabic A and Reasoning Skills Assessment; and "NO" under all other subjects against his/her name).

**Please e-mail the completed Registration Form and Student List Template (in the same format) to:**

[ibt-me@acer.org](mailto:ibt-me@acer.org)