Improving Learning

Instructions for completing the Registration Process

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

a. Registration Form: Complete the attached forms **(Registration Form A and/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 the name of the current Principal of the school.
- Street Address - Please provide the complete address/location of the school. This will be used for delivery & collection of all test material and to courier final reports & certificates.
- 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) 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 regist ration process, we request you to send us the list of participating students in the attached *2021 Student List Template.xls.*

- Please indicate the *School Name* (full name) along with the *School ID* (if previously participated)
- Please indicate the *Student ID and Full Name (First name followed by Family 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* (M/F) *and DOB* (dd/mm/yyyy)
- 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
Functional Disability – students who have moderate to severe permanent physical disability in such a way that they cannot sit for the Test(s).
Intellectual Disability – 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).
Limited Language Experience – 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 & 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 only English, Arabic A and Reasoning Skills Assessment and not for other subjects -please write "YES" under English, 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

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