

# GUIDE TO COMPLETING THE ONLINE REGISTRATION FORM

Please ensure you have read the Information Guide before you register your child for the examination.

Click on the CSSE Registration Link (Blue box on Homepage of CSSE website [www.csse.org.uk](http://www.csse.org.uk))

Read the Welcome Message which contains instructions on how to register.

Click on the blue Log In button.

Click on the New Users button.

Enter your email address.

*You will be sent a verification code by email. This code is not a password. Its purpose is to verify your email address prior to registration and can only be used once. Once you have clicked on the code, you will be asked to create a password. The verification code has no further use.*

Click on the verification code and you will be taken back to the log in page. Create an eight character password and you will be taken back to the login page. Type in your email address and password as an existing user to access the registration page.

Complete all relevant boxes.

*Tip: When completing your child's primary school section, it is quicker to type in the postcode.*

If your child is Home Educated, type in Home Educated. This will appear on the list with the CSSE Office postcode.

When choosing the test centre, start typing the school name to bring up the school, click on the school to enter it into the box. The test centre must be one of the CSSE schools. If the test centre is at capacity for testing, the school name will not appear.

If your child has any special educational needs or medical condition, indicate this briefly in two or three words in the box. Eg *Nut Allergy, Dyslexia etc.* You will need to download the special adjustments guidelines and notification form from the website. The deadline for requesting special adjustments is 29th June 2018. Documentation can be emailed to [SEND@csse.org.uk](mailto:SEND@csse.org.uk)

Read through your registration to ensure you have completed all information correctly.

Check the box to confirm you have read the terms and conditions.

Press **Save**.

Read the message in the pop up box and click on **Complete Registration**.

Your registration will now be processed by the CSSE Office. You will not receive email confirmation. Please allow up to three working days, then log back into your registration to view your child's candidate ID number. It is recommended you print the summary page for your records. If your candidate ID number does not appear after three working days, please contact the CSSE Office. You can register outside of office hours but registrations will only be processed when the CSSE Office is open.

You can make amendments to your registration whilst the registration period remains open. However, if you wish to amend the test centre, please email the CSSE Office on [admin@csse.org.uk](mailto:admin@csse.org.uk) You should only complete one registration form for each child and name only one test centre. Completing multiple registrations may slow down the process.

Test centre letters will be sent out by first class post in early September and should be received by Friday 7th September.