

# **FREQUENTLY ASKED QUESTIONS (FAQ)**

**JOS SHOWCASE – BRITISH  
COUNCIL PARTNER SCHOOL  
GLOBAL NETWORK (PSGN)**

# JOS SHOWCASE - PSGN

This FAQ was an offshoot of the May 2018 Jos showcase on how to become a British Council Partner school and an associate school of Cambridge Assessment International Education.

## 1. What are the steps to becoming a British Council PSGN school and where will an interested school meet you ?

There are 5 easy steps to becoming a British Council partner school. These steps are explained below:

**Step 1:** You send us a letter of expression of Interest saying you wish to become and attached school. The letterhead/letter must include your physical location address and the name of the management/board of your school.

**Step 2:** We will acknowledge your letter, send you an application form and communicate the list of infrastructural and process requirements that must be put in place in your school.

**Step 3:** You fill the required application form earlier sent to you, and fulfill the requirements in your school premises and invite us for inspection after making inspection fee payment. Inspection fee is 121,250 as at August 10<sup>th</sup> 2018. Any changes will be communicated to you before invoicing you.

**Step 4:** We inspect your premises and certify it okay, or ask you to make additional changes if required. We would take photographic evidence during our visit and may ask you to send further photographic evidence if you were required to make additional changes. We may also decide to make another visit to your facility if needed. If all requirements and exceptions were not fulfilled/rectified after 2visitations, you will be required to make another inspection visit fee.

**Step 5:** Once all of the requirements have been fulfilled, Cambridge will evaluate your application alongside our inspection report and you will be issued your associate center number and approval letter to certify you as a cambridge associate school and also member of the British Council Partner Schools Global Network (PSGN).

You may then begin to take Cambridge exams on your premises and have access to all the great benefits that come with being an associate school.

## 2. What address do we send the Letter of Expression of Interest to become as associate schools to?

You can send scanned copy of your expression of interest letter to:

[PSGN-Abuja@Ng.britishcouncil.org](mailto:PSGN-Abuja@Ng.britishcouncil.org) for schools in Abuja and environs,

[PSGN-Lagos@ng.britishcouncil.org](mailto:PSGN-Lagos@ng.britishcouncil.org) for schools in Lagos and environs,

[PSGN-PH@ng.britishcouncil.org](mailto:PSGN-PH@ng.britishcouncil.org) for schools in Port Harcourt and environs.

Alternatively you may also send the letters by post or deliver by hand to our offices across the country. Our office addresss are as below:

**Abuja:** Plot 3645, IBB Way Maitama, PMB 550, Garki, Abuja, Nigeria. :Attention Schools Team.

**Lagos:** 19, Thompson Avenue, Ikoyi. Lagos

**Port Harcourt:** 127 Olu-Obasanjo road GRA Phase 2, Port Harcourt, Nigeria

**Kano:**

### **3. What are the premises requirements to becoming an associate school?**

To become an associate school and a member of the British Council PSGN your premises must be certified safe for students and you must meet the minimum required examinations venue standard. You must have a Confidential Material Room (CMR) where question papers and other confidential materials would be kept during examination periods. Your CMR must be a hardened safe or if a normal filling Cabinet, must be fixed to the ground with a burglary cross-bar with 2 padlocks. The door to the CMR must also be fixed with burglar bars with 2 padlocks. In essence the CMR set-up must ensure that no unauthorized person can gain access at any time, it must be dual entry.

The desks to be used during exams must also be the types without storage shelf underneath and must be spaced at 1.25metres from each other during exam sessions. The schools laboratory must be fit to purpose for conducting laboratory practical exams as well. [Details of these requirements with photographic samples are communicated to the school once we receive your interest letter.](#)

You must also have a government permit or letter that authorizes your school to operate.

### **4. How much is the cost of the exams per candidate?**

The amount for the various exams differ and is based on the different modules of the exam a candidate is taking. For up to date registration fee please download current price list from our website link through <https://www.britishcouncil.org.ng/exam/school/register/dates-deadlines>

### **5. Fees for the IGSCCE, O' Level, A Level not stated?**

The amount for the various exams differs based on the different modules of the exam a candidate is taking. For up to date registration fee please download current price list from our website link through <https://www.britishcouncil.org.ng/exam/school/register/dates-deadlines>

### **6. How often do we inspect schools that have applied to become associate school?**

This is done on a case by case basis. However, the time must be convenient for both British Council and the School.

### **7. Should a school do away with their own curriculum or retain their curriculum to key into Cambridge Curriculum?**

Most of our associate schools teach a combined curriculum that blends both local and Cambridge qualifications.

### **8. Is there any qualification required for one to sit for the Cambridge exams?**

No pre-qualification is required for a Cambridge syllabus although we do encourage candidates to familiarize themselves with the syllabus and cambridge qualifcations to ensure they have the best chance of having a high score.

Once all of the requirements have been fulfilled, Cambridge will evaluate your application alongside our inspection report and you will be issued your associate center number and letter to certify you as an associate school. You can begin to take Cambridge exams on your premises and have access to all the great benefits that come with being an associate school.

### **9. How many Universities in Nigeria accept Cambridge qualification?**

Most Federal Universities like the University of Ibadan, University of Maiduguri, Ahmadu Bello University and University of Lagos accept the IGCSE and O 'Levels for admission. However, due

to frequently changing regulations it is important to first confirm that your university of choice accepts these qualifications before registering for our exam.

**10. If a school is in partner with British Council, must the school put “International” in their name e.g St Phillips International School instead of St. Philips School?**

No, it is not a requirement. Some of our schools do not have ‘international’ as part of their nomenclature.

**11. What is the advantage of these exams for a candidate that does not plan to travel abroad?**

The Cambridge curriculum offers a different perspective to learning and promises to engage both the teacher and learner in an interactive way. Some of the advantages of the Cambridge curriculum includes:

- They help learners understand more about their strengths and weaknesses.
- Teachers and schools can use the information effectively to help learners achieve better results in the future and make the most of their educational opportunities.
- This will help teachers focus on their teaching on the particular needs of each class and consider areas to concentrate on for future classes.
- They help students develop an informed curiosity and lasting passion for learning.
- It helps students develop thinking and learning skills – ready to tackle the demands of tomorrow’s world, capable of shaping a better world for the future.
- It helps students to develop the attributes of the Cambridge Learner – **Confident, responsible, reflective, innovative and engaged** and help them to succeed in tomorrow’s world.
- The curriculum is flexible to integrate and stimulating to teach. Schools can choose all or part of it to suit their learners needs.

**12. Do we have curriculum for the crèche?**

The Cambridge curriculum is in four (4) stages. They are;  
Cambridge Primary with duration of 6 years and age range of 5-11 years.  
Cambridge Lower Secondary with duration of 3 years and age range of 11 – 14 years.  
Cambridge IGCSE with duration of 2 years and age range of 14 – 16 years.  
Cambridge International AS and A Level with duration of 2 years with age range of 16 – 19 years.

**13. Does the primary school registration procedure cover pre-school (Nursery)?**

The Cambridge International Primary Programme (CIPP) registration does not cover pre-school (Nursery) it only covers the basic classes.

**14. Can a child not in a partner school prepare and write the exam on his own?**

Yes, a child can from lower secondary level can prepare and write the exams on his own through any of our British council private candidate centres. We currently do not have private candidate centre primary candidates.

**15. Do you assist in securing admission to foreign universities for candidates?**

No, we currently do not offer this service. However our colleagues in Higher Education team in the British Council conduct annual admission fairs where universities from the UK attend to candidates seeking entrance to their institutions. We always inform our associate schools of these opportunities.

## 16. What is IGCSE and ICE?

### **IGCSE: International General Certificate of Secondary Education**

IGCSE is the world's most popular international qualification for 14 to 19 year olds. Although, it can be taken by learners of other ages. It is recognized by leading universities and employers worldwide as evidence of academic ability.

It gives learners the flexibility to choose from 70 subjects in any combination and it's taught by over 3,700 schools worldwide including 1,300 in the UK.

### **ICE: International Certificate in Education**

The Cambridge ICE certificate is a group award designed for schools that want to offer a broad curriculum. Students enter and sit for a minimum of seven subjects selected from the five IGCSE curriculum areas:

- Group 1 - Languages
- Group 2 - Humanities
- Group 3 - Sciences
- Group 4 - Mathematics
- Group 5 - Creative and Vocational

Cambridge ICE is awarded to students who pass in at least seven Cambridge IGCSE subjects, including two from Group 1 and one from each of Groups 2 to 5. The seventh subject may be chosen from any of the syllabus groups.

Students who qualify for the Cambridge ICE award will be placed in one of three categories:

- **Distinction** - Grade A or better in five subjects and grade C or better in two subjects.
- **Merit** - Grade C or better in five subjects and grade F or better in two subjects.
- **Pass** - Grade G or better in seven subjects.

Another important benefit that Cambridge ICE offers is that students can demonstrate competence across a wide range of subjects and skills.

## 17. What is the difference between the O'level and the A'level.

**Cambridge O' level** is an internationally recognized qualification for 14 to 16 years old and has been designed especially for an international market which is sensitive to the needs of different countries. It is designed for learners whose first language may not be English and this is acknowledged through the examination process.

**Cambridge A' level** is an internationally recognized qualification for 17 – 19 years old. They are regarded as a passport to success in education, university and employment. They are taken by thousands of learners every year who gain places at leading universities worldwide including the UK, USA, Canada, New Zealand and Australia. It is also recognized by 450 US Universities including all Ivy League and Ivy+

## 18. Do you visit schools to train the teachers and leaders if invited?

We provide teacher training at different locations across the country. The training are usually held at least three times a year. The location for the training, fees and subjects are communicated to schools and are also available on the British Council website. There is usually an early bird discount for registrations so we encourage schools to check our website frequently. <http://www.cambridgeenglish.org/teaching-english/>

#### **19. How much is the inspection fee?**

Currently the inspection fee is **₦121, 250 (One Hundred and Twenty One Thousand Two Hundred and Fifty Naira Only)**. The fees might change in the future depending on foreign exchange rates and other prevailing logistic costs. However we will always advice you of the prevailing inspection fee whenever we receive your letter of interest.

#### **20. Are there any other fees payment involved in becoming an associate school aside inspection fees?**

Associate schools that are applying to become centers for taking IGCSE, AS & A' Levels, O Levels and Secondary Checkpoints do not have to make any further fee payments apart from the inspection fees. However, for schools who wants to register to take the Cambridge primary Checkpoints there is an annual subscription fees involved.

#### **21. How much is the annual Subscription fee for Cambridge primary Checkpoint?**

Schools registering for the first time part way through the registration year:

Current subscription fee for Cambridge Primary Checkpoint is **₦1,405,035.30** . And subscription is due every 01 October each year. For schools that join mid-year, they will receive a discounted rate based on what months they join but will be required to pay the full subscription next 01 October.

#### **22. Do schools that take only IGCSE and A Levels without Primary Checkpoints also have to pay for subscription fees?**

No, there are no subscriptions or any other fees required for being a center for any other exams except the Cambridge Primary Checkpoint. For instance, an associate school can register as IGCSE, AS & A 'Levels, O 'Levels centers, Secondary Checkpoint only and would not have to pay for any subscription. You need to state in your application form that you only wish to register for A 'Levels, IGCSE, O 'Levels or any other exams as the case may be.

#### **23. How much do we pay to take IGCSE and A Level Exams?**

The amounts for the various exams differ based on the different modules of the exam a candidate is taking.

#### **24. Our school is located in a rented apartment currently; can we still apply to become an associate center?**

Yes, as long as your school premises meet the requirement for an associate center. The requirements are communicated to you after we receive your expression of interest letter see Q 1 above for further details.

**25. We cannot afford to become an associate school currently but can we still register our students to take Cambridge exams?**

Yes, you can still register your students to take the exams at British Council examination venues. This applies to all exams excluding Primary checkpoints.

**26. I am a teacher, how do I get access to teachers' resource and teachers support site?**

PSGN schools coordinators have the School's Teachers support site administrator password and can add you to the site. Login details will be send to your email automatically.

**27. We are a school with two Campuses in two different locations do we have to pay for two different inspection fee?**

Yes, inspection fees are paid per location since we will have to inspect the two premises separately. Once exams are to be taken in both locations, the two locations would have separate center numbers and are treated as if they were independent of each other.

**28. Our School is yet to gain an associate status; can we still register our students?**

Yes, you can register your students to take their examinations at British Council Centers as private candidates.

**29. For PSGN schools that were delisted due to non-submission of candidates for exams over 3 sessions, what do we need to do become an associate school again?**

Your school would have to re-apply to become a PSGN school. You will go through all the processes as indicated in question 1.

**30. How often do you hold Teachers Training sessions in a year?**

Teacher training are usually held at least once per quarter, although we are currently looking at how to increase that frequency. The location for the training, fees and subjects are communicated to the schools, and in-turn extends the information to their teachers. There is usually an early bird discount for registrations.

**31. What are the prospects of having Cambridge and other renowned Universities opening campuses in Nigeria as we have in many developing countries like India, Malaysia, Dominican Republic and other countries?**

There are currently no prospects as Nigerian University Commission (NUC) have banned the setting up of distance learning campuses in Nigeria.

**32. Where can we get further information for questions and enquiries not contained answered on this FAQs?**

You can contact us for further information or clarifications by emailing [Akinola.Oladunmiye@ng.britishcouncil.org](mailto:Akinola.Oladunmiye@ng.britishcouncil.org). You can also call +234 903-3033-170 or walk into the British Council office nearest to you.