STEP registration form

This form is designed to help centres making entries via the Entries Extranet. It will not be accepted as an entry by STEP Mathematics.

Entries must be made by centres between 1 March and 4 May 2024. No entries will be accepted after 23:59 UK time on 4 May 2024.

This registration form should be handed to your test centre. It should not be returned to OCR.

# CENTRE DETAILS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Centre name:** |  | **Centre number:** |  |  |  |  |  |
| **Centre contact details** (if required)**:** | | | | | | | |

**CANDIDATE DETAILS**

Please give your entry details exactly as per your UCAS application and/or your passport or national ID document.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First name(s):** |  | | | | | | | | | | | | | | | | | | | |
| **Last name/family name:** |  | | | | | | | | | | | | | | | | | | | |
| **Date of birth:** |  | |  | | **/** | |  | |  | | **/** | |  | |  | |  | |  | |
| D | | D | |  | | M | | M | |  | | Y | | Y | | Y | | Y | |
| **Gender:** | **Male** | | | | | | | | | | **Female** | | | | | | | | | |
| **UCAS personal ID:**  (if available) |  |  | |  | | **-** | |  | |  |  | **-** | |  | |  | |  | |  |
| **Candidate’s address:** |  | | | | | | | **Email:** | | |  | | | | | | | | | |
| **Telephone:** | | |  | | | | | | | | | |

Please select the institution(s) and the course code(s) you are applying for from the following list:

|  |  |  |
| --- | --- | --- |
| **Universities applied to** | | **Course** |
| **University of Cambridge (C05)** |  | **All courses as required by the University of Cambridge**  For more information see: [www.cam.ac.uk/step](http://www.cam.ac.uk/step) |
| **Imperial College London (I50)** |  | **All courses as required by Imperial College London**  For more information see: https://www.imperial.ac.uk/study/apply/undergraduate/process/admissions-tests/ |
| **University of Warwick (W20)** |  | **All courses as required by the University of Warwick**  For more information see: <https://warwick.ac.uk/fac/sci/maths/studywithus/ug/our-offer/> or <http://www2.warwick.ac.uk/fac/sci/statistics/courses/offer> |
| **Other \*** |  | **Any other courses requiring STEP** |

Please check the details of your course(s) to confirm whether you are required to take STEP as part of the application process. If you are in any doubt, please contact the university directly. Other universities sometimes ask candidates to take STEP as part of their offer – in such cases, the university can advise which papers to take.

\* If you have applied to a university other than those listed on this form which has requested STEP, you should be entered for STEP under ‘Other’ with the course code STEP. If you have applied to the University of Cambridge for a course other than G100 Mathematics with Physics or G400 Computer Science with Mathematics, you should be entered under ‘University of Cambridge’ with the course code STEP.

# ACCESS ARRANGEMENTS

Requests for modified papers must be received **by 23:59 UK time on 20 April 2024.** Supporting evidence must be supplied for all access arrangement requests.

|  |  |  |
| --- | --- | --- |
| **25% extra time** | | **Supervised breaks** |
| **Separate invigilation** | | **Use of colour overlays** |
| **Question papers enlarged to A3** | | **Use of a reader** |
| **Use of a scribe** | |  |
| **Other (please give detail of required facilities or other modifications)** |  | |
| **Reason for access arrangement request (evidence, statement from school/doctor etc)** |  | |

# PAYMENT DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Tick**  **one** | **STEP Mathematics fee** | **Centre administration**  **fee (if applicable)** | **Total fee payable** |
| **Paper 2 only (within the UK)** |  | £93.00 |  |  |
| **Paper 2 only (outside the UK)** |  | £129.00 / €151.00 / $177.00 |  |  |
| **Paper 3 only (within the UK)** |  | £93.00 |  |  |
| **Paper 3 only (outside the UK)** |  | £129.00 / €151.00 / $177.00 |  |  |
| **Paper 2 & Paper 3 (within the UK)** |  | £186.00 |  |  |
| **Paper 2 & Paper 3 (outside the UK)** |  | £258.00 / €302.00 / $354.00 |  |  |
| **TOTAL FEE PAYABLE** | | | | **£ / € / $** |
| Make cheques payable to**\*\*** |  | | | |
| Direct debit payments to**\*\*** |  | | | |
| Send enrolment form with payment or electronic proof of payment before  4 May 2024 to\*\* |  | | | |

\*\* Centres should update this part of the form to suit their local terms.

Entries must have been made by centres by 23:59 BST on 4 May 2024 so they will have earlier deadlines to receive your form. **Please check with the centre**.

# CANDIDATE’S SIGNATURE

**DATA PROTECTION NOTICE / CONSENT**

By registering for STEP, you agree that data provided as part of the entry or admission process may be passed to any institution involved in your university application and that the data may be anonymised and used for research purposes. You also agree that if you obtain a place on a course where STEP results form part of the admissions process, then your university may supply Cambridge University Press & Assessment with data about your application and results in subsequent assessments at that university, unless you specifically notify the university in writing. We store personal data securely and will ensure if candidate data is used in publications or research that it is used anonymously.

**CENTRE’S TERMS \*\***

**Please complete this form and return to**

SIGNATURE

DATE

*\*\** Centres should update this part of the form to suit their local terms.

# PLEASE RETURN THIS FORM TO YOUR CENTRE.

Further information relating to STEP Mathematics can be found at [ocr.org.uk/students/step-mathematics/](http://www.admissionstesting.org/step)