

# PEP 6 2023 Registration



## Frequently Asked Questions

**1. What is the web address for the PEP Online Registration system?**

Ans.: <https://pepregistration.moey.gov.jm/>

**2. Where do I access the login information for my school?**

Ans.: The login information for your school was sent to your school's email address from November 2020

**3. Who do I contact if I cannot log on?**

Ans.: Send an email to [sauregistration@moey.gov.jm](mailto:sauregistration@moey.gov.jm)

**4. What is the year of birth of eligible students for PEP 6 2023?**

Ans.: Students born in the year 2010, 2011 and 2012 are eligible to sit the PEP 6 2023 assessments

**5. What information is needed for each student for PEP 6 Registration?**

Ans.: School Choices, Parent Contact Information, Supporting Documents

**6. What documents are considered to be Supporting Documents?**

Ans.: Birth Certificate, Deed Poll, Adoption Certificate, Fit Person Order, Letter from the CPFSA Medical Report, Psycho Educational Evaluation Report

**7. What happens if I receive Supporting Documents after the portal has closed?**

Ans.: Send the supporting documents indicating the student's name, Grade, and Exam (PEP6, PEP5 or PEP4) to [sauregistration@moey.gov.jm](mailto:sauregistration@moey.gov.jm)

**8. What happens when a parent supplies less than seven (7) choices?**

Ans.: Enter the school choice(s) supplied and add a comment to this effect

**9. What happens if a student is transferred to my school after registration has been closed?**

Ans.: Contact SAU via email at [sauregistration@moey.gov.jm](mailto:sauregistration@moey.gov.jm) indicating that the student is now at your school and submit schools choices once there is a change in Parish. Ensure to state the child's full name, date of birth and previous school.

**10. What happens if a parent desires to change their child's school choices after registration has been closed?**

Ans.: Contact SAU via email at [sauregistration@moey.gov.jm](mailto:sauregistration@moey.gov.jm) and submit a signed letter from the parent with the new school choices by December 30, 2022

**11. What happens if a student has had a change of name?**

Ans.: Submit a copy of the new birth certificate along with a letter stating the student's previous name and new name are one and the same.

**12. What happens if a student was not registered, however turned up on the day of exam?**

Ans.: The student should be allowed to sit the examination. Complete a registration form for the student or prepare a letter with the student's full name, date of birth and schools choices. This should be scanned and submit to [sauregistration@moey.gov.jm](mailto:sauregistration@moey.gov.jm)

**13. What should the school do if a parent plans on relocating to another parish in the following school year?**

Ans.: The parent should submit a letter to the school stating the intention to relocate. The student's full name, date of birth, parish of relocation must be stated, along with the updated school choices. The school should then submit this letter via email to [sauregistration@moey.gov.jm](mailto:sauregistration@moey.gov.jm)

**14. What happens if there is a student who is coming from overseas, is placed in Grade 6 and never got the opportunity to sit the previous Grade Level PEP Examination?**

Ans.: The school should submit a copy of the student's passport which shows the biographical details for the student along with a copy of the passport page which shows the date of entry into Jamaica. The school should also submit a letter stating the student's full name, date of birth, country where the student is coming from and the date that the student was admitted to your school. These documents should be uploaded to the portal during the registration period or emailed to [sauregistration@moey.gov.jm](mailto:sauregistration@moey.gov.jm)

**15. What should I do with the Verification Forms?**

Ans.: These should be checked by each school. Where applicable, a comment for students no longer attending should be made; students not on the list should be added. Signed Forms should be returned to the Regional Office for dispatch to the Student Assessment Unit

