

Transcripts are sent to institutions to verify results and not to the candidates who sat the examinations.

All fees are subject to change without prior notification

USING COURIER SERVICE

Clients who want to send their transcripts via courier may use one of two options:

- Persons with an account with a courier service should provide their account number to the OEC to facilitate the use of their account
- Persons without a courier account will be required to pay the relevant courier charge(s) directly to the OEC enabling the OEC to hand over the document to the courier service to execute delivery
- Requests for 24 hour processing **MUST** be made at the OEC office before 12:00 noon based on the standard cut off time of the courier provider(s).

Please feel free to contact our offices for further information or clarification.

Records & Information Department
876-618-3721 / 929-1571 Ext. 235

Last updated: October 2018

LIST OF EXAMINATIONS

Associate Examining Board (AEB)

- Ordinary (O'Levels)
- Advanced Level (A Level)

Caribbean Examination Council (CXC)

- Caribbean Certificate of Secondary Level Competence (CCSLC)
- Caribbean Secondary Education Certificate (CSEC)
- Caribbean Advanced Proficiency Examinations (CAPE)

GCE Cambridge (now CIE)

- Ordinary (O' Levels)
- Ordinary Alternative Level (OA)
- Advanced Level (A'Level)
- Advanced Subsidiary (AS)

*GCE London (Now Edexcel):

- Ordinary Level (O'Levels)
- Advanced Level (A' Level)

*The London Chamber of Commerce & Industry (LCCI)

*Royal Society of Arts Examinations Board (RSA)

*Southern Examining Group (SEG)

*Union of Lancashire and Cheshire Institutes (ULCI)

*These records of examinations marked with an asterisk are incomplete. In such cases, the OEC will assist clients in getting the information from the examining bodies. Normally these examining bodies will charge a fee. These fees are subject to change without notice.



TRANSCRIPT REQUESTS



Records and Information Department

Tel: 876-618-3721 / 929-1571 Ext. 235
Email: info@overseasexams.org.jm
Website: www.overseasexams.org

WHAT IS A TRANSCRIPT?

A Transcript is a statement of Examination results. The Overseas Examinations Commission (OEC) transcript outlines the grade you received for a specific examination taken at the secondary level. It is only sent to an institution to verify results of examinations taken by a given candidate. A copy is not given to the candidate who sat the examination.

HOW TO REQUEST A TRANSCRIPT?

A local request for transcript can be made using any of the following options:

- **Directly at our office:** collect an application form from one of our offices: 6 Manhattan Road, Kingston 5 or 18 Queens Drive, Praise Concourse Plaza, Montego Bay, St. James
- **Via mail:** print a form from our website at www.overseasexams.org.jm, complete the form and return it to our office along with the requisite fees (**incomplete application forms will not be processed**).

All application sent via post must be accompanied by the relevant payment method (**absolutely no cash**) for the exact cost of the transcript, under/over payments will not be accepted

If you are requesting transcript from outside of Jamaica there are two options available:

1. Provide a relative or friend in Jamaica with the relevant information and ask the person to come into our office, complete the application form and make the payment on your behalf

2. Print the form from our website, complete it and mail it to us along with an international money order made payable to the Overseas Examinations Commission (**under / over payments will not be accepted**).

Note: The Overseas Examinations Commission only provides transcripts for persons who sat examinations at institutions in Jamaica.

CHARGES RELATING TO TRANSCRIPT

TRANSCRIPT SERVICES	JMD\$	USD\$	UK£
Local base charge (per destination/examining body)	1,390.00		
Overseas base charge (per destination/examining body)	1,760.00	15.00	12.00
Each additional sitting	450.00	5.00	5.00
24 hours processing time fee	2,200.00	18.00	14.00
3 days processing time fee	1,270.00	15.00	9.00
Repeat request – within 6 months (per transcript)	1,390.00		
*Reprint	760.00		
Facsimile (local)	110.00		
Facsimile (overseas)	470.00	6.00	5.00

OVERSEAS COURIER SERVICE

USA	6,700.00	50.00	37.00
UK	8,500.00	63.00	47.00
Canada & the Caribbean (not including Jamaica)	7,900.00	59.00	44.00

LOCAL COURIER RATES

Kingston, Portmore & Spanish Town	810.00
Rural Jamaica (Major Towns)	1,500.00

EXPLANATORY NOTES

Fax charge: Please note that an individual requesting fax should confirm with the entity requesting the transcript before the service is paid for; if it will accept the fax until the original is received prior to requesting the service.

Sitting: All subjects done in one examination period with the same examining body and under the same centre number.

Processing time: This is the length of time it takes to complete that set of activities that must be done in order for the compilation of the transcript. Once these procedures are carried out, then the document is ready for dispatch. Weekends and public holidays are not included in processing time.

Reprints: These are only granted for documents delayed in the postal system. They are only dispatched by facsimile to the entity of the original request.

Base charge: This is the basic processing charge that includes the first sitting. If a client has multiple sittings, a separate fee is charged for each additional sitting. A client sitting examinations with multiple examining bodies pays a different base charge for each.

All international money orders and manager's cheques MUST be made payable to the Overseas Examinations Commission. The office does not process over or under payments.

There are no online payment facilities available at this time.