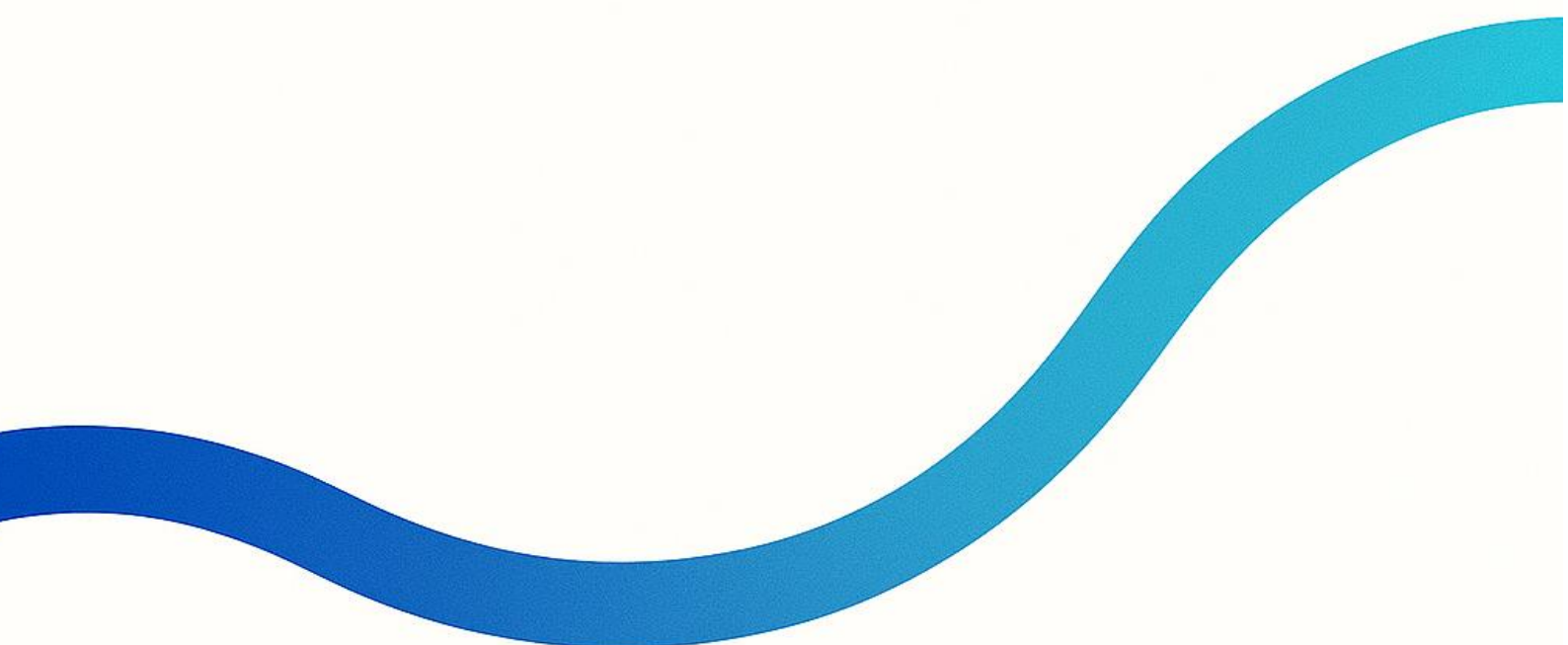




# **PRIMARY EXIT PROFILE (PEP)**

**FREQUENTLY ASKED  
QUESTIONS**





**Q** What is the web address for the PEP Online Registration System?

**A** <https://pepreregistration.moey.gov.jm>

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

**A** The login information for your school was sent to your school's email address (@moey, @moeschools ) from November 2020.





**Q Who do I contact if I cannot log on?**

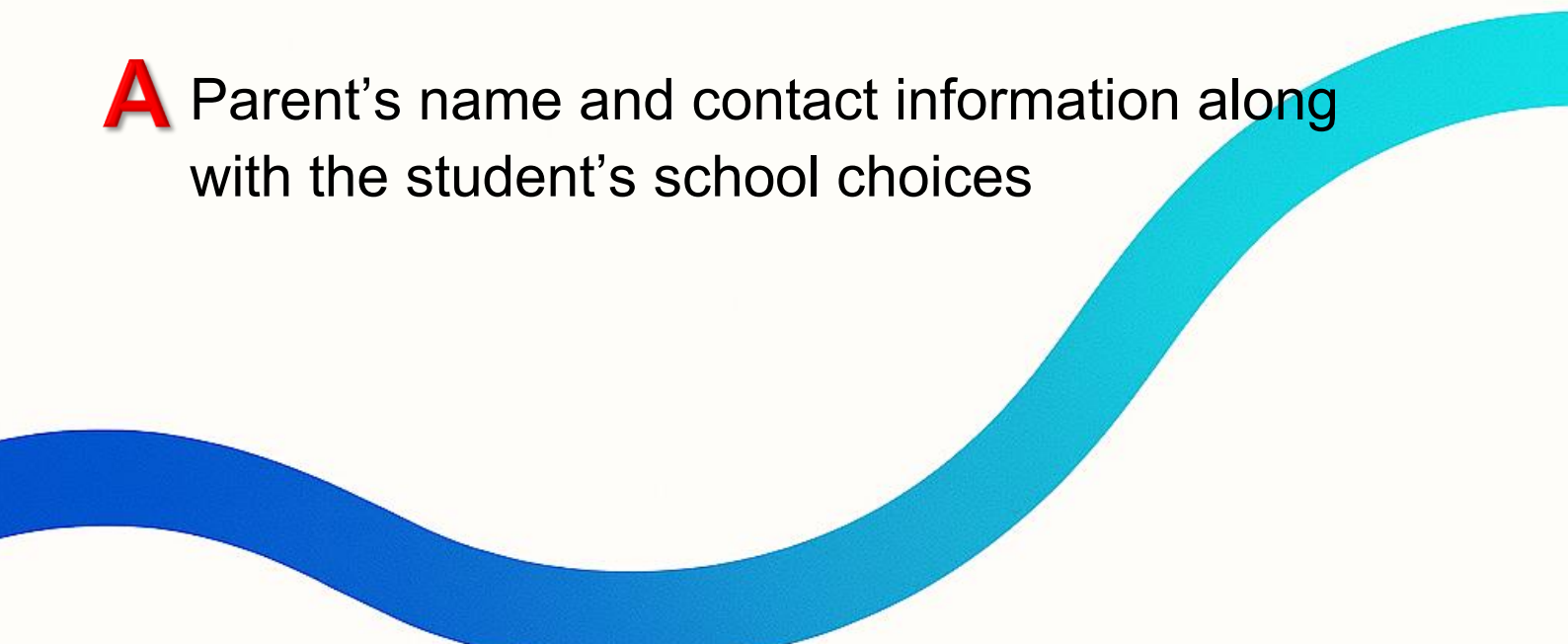
**A** Send an email to  
[sauregistration@moey.gov.jm](mailto:sauregistration@moey.gov.jm)

**Q What is the year of birth of eligible students for PEP 6 2026?**

**A** Students born in the year 2013, 2014 and 2015 are eligible to sit the PEP 6 2026 assessments

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

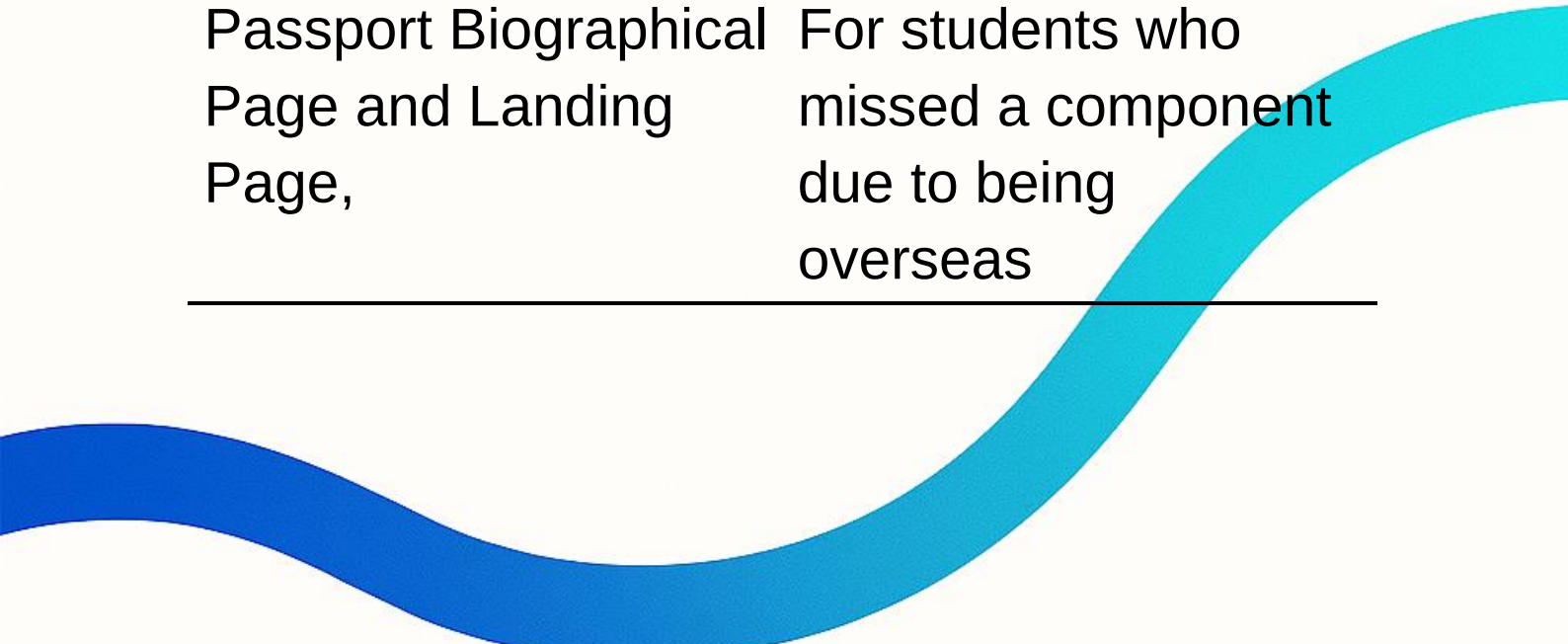
**A** Parent's name and contact information along with the student's school choices





**Q What documentation is needed for each student for PEP 6 Registration?**

|                                                                            |                                                           |
|----------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>A</b> Birth Certificate, Deed Poll, Adoption Certificate                | For students' name change or correction to their name     |
| Fit Person Order,                                                          | For students who are ward of the state                    |
| Letter from the CPFSA Medical Report, Psycho Educational Evaluation Report | For special accommodations                                |
| Letter of intent to relocate                                               | For students who are relocating                           |
| Passport Biographical Page and Landing Page,                               | For students who missed a component due to being overseas |



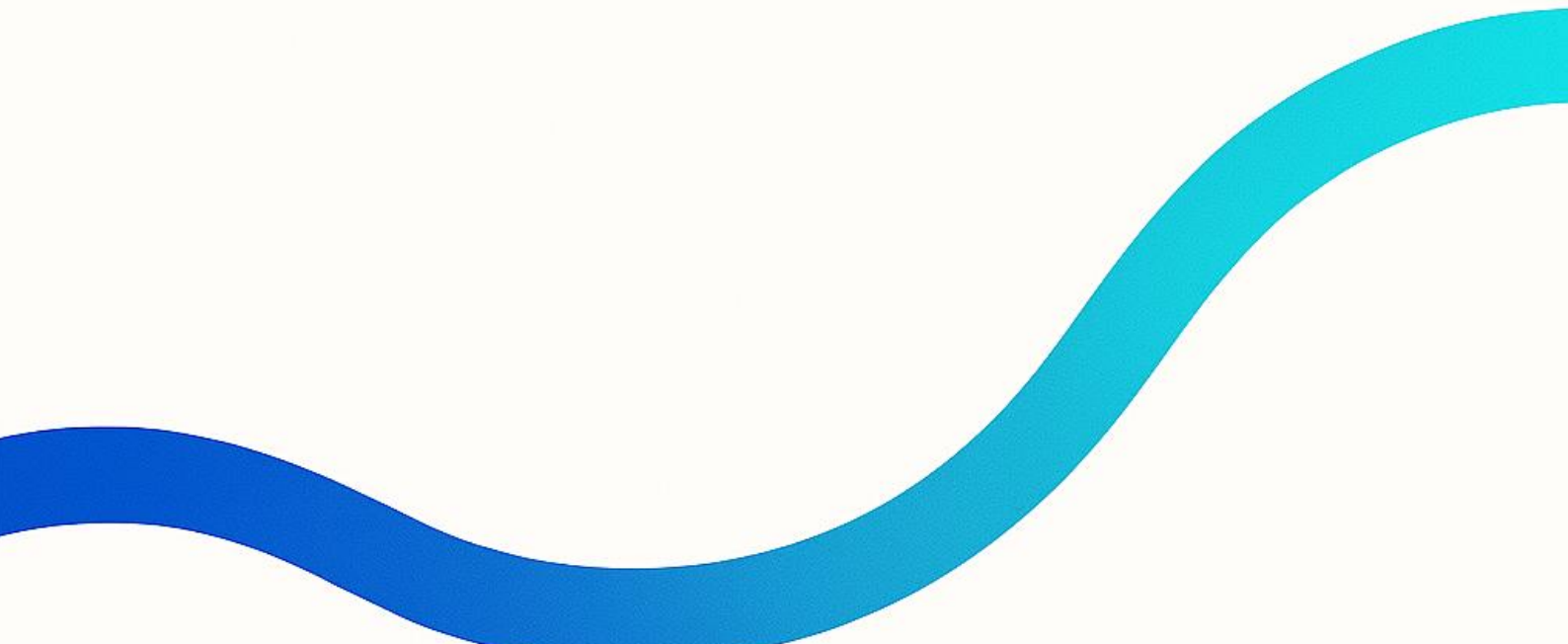


**Q** What happens if I receive Supporting Documents after the portal has closed?

**A** 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)

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

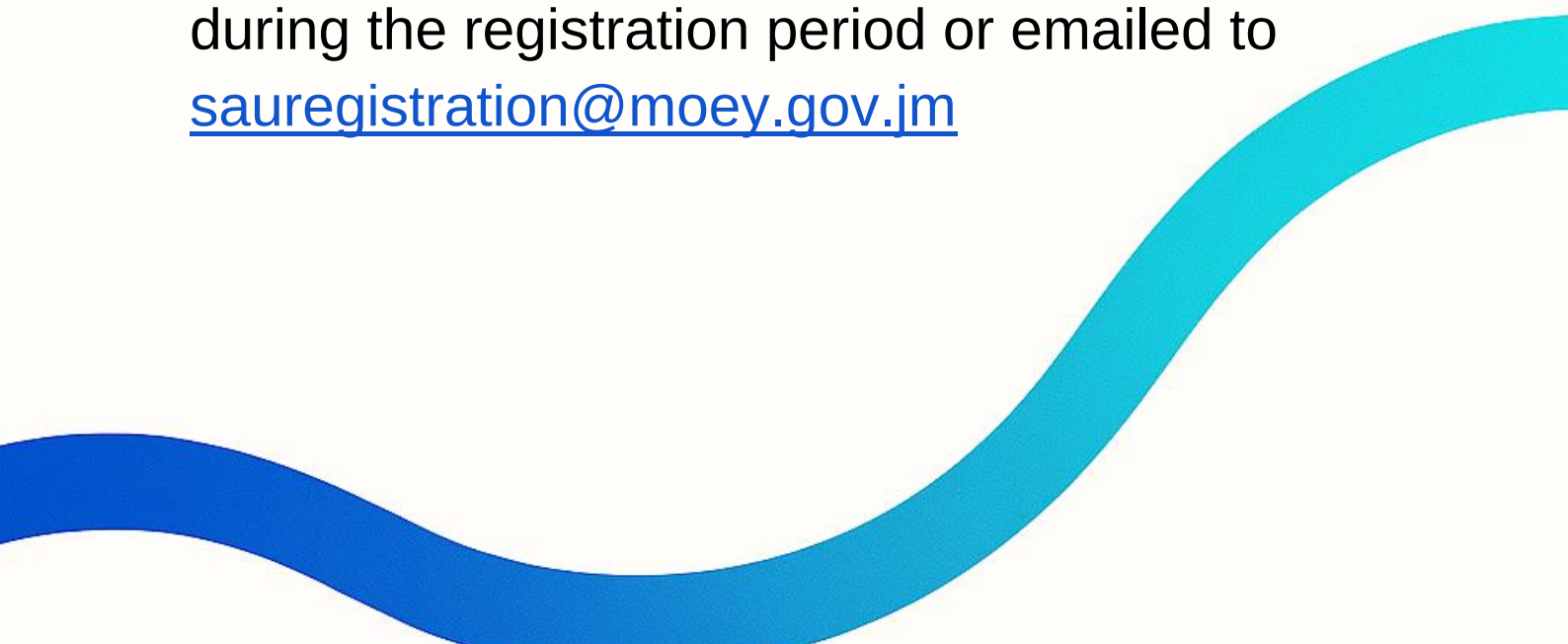
**A** Enter the school choice(s) supplied and add a comment to this effect.





**Q 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?**

**A** The school should submit a copy of the student's passport page 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 cover 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)



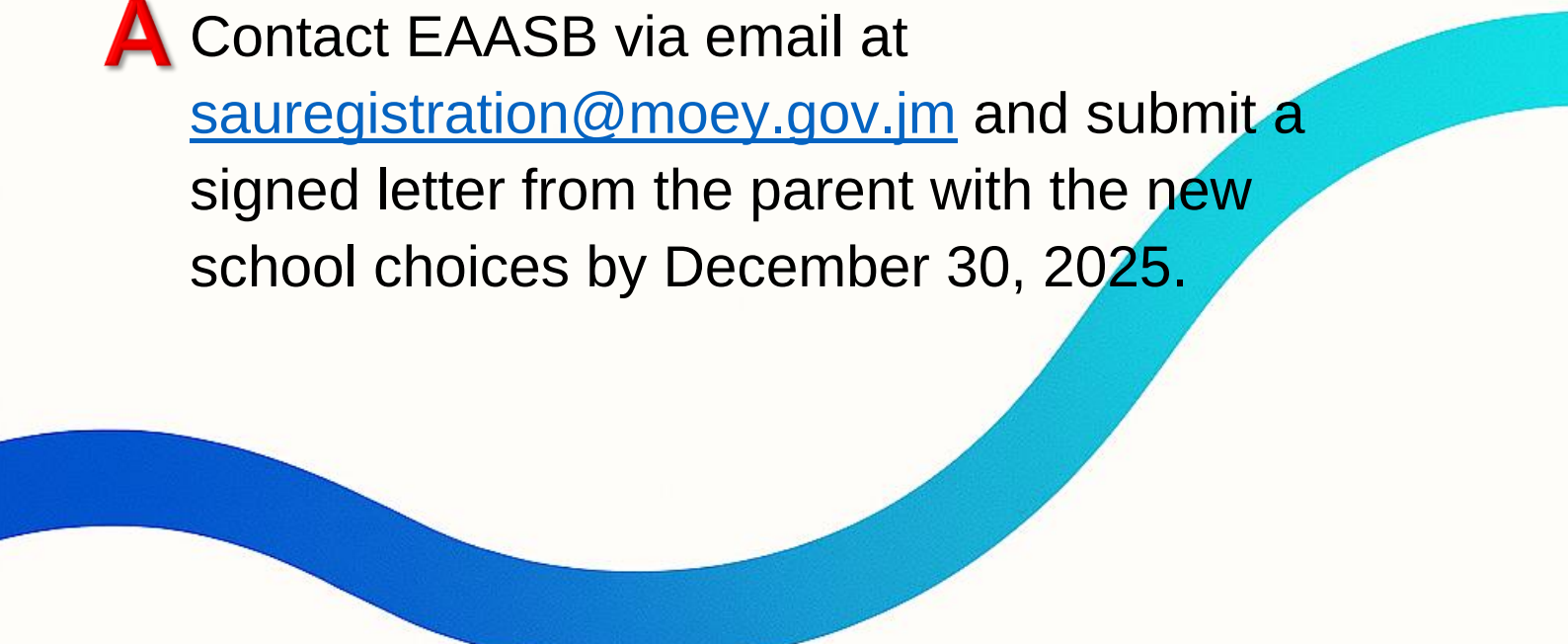


**Q** What happens if a student is transferred to my school after registration has been closed?

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

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

**A** Contact EAASB 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, 2025.



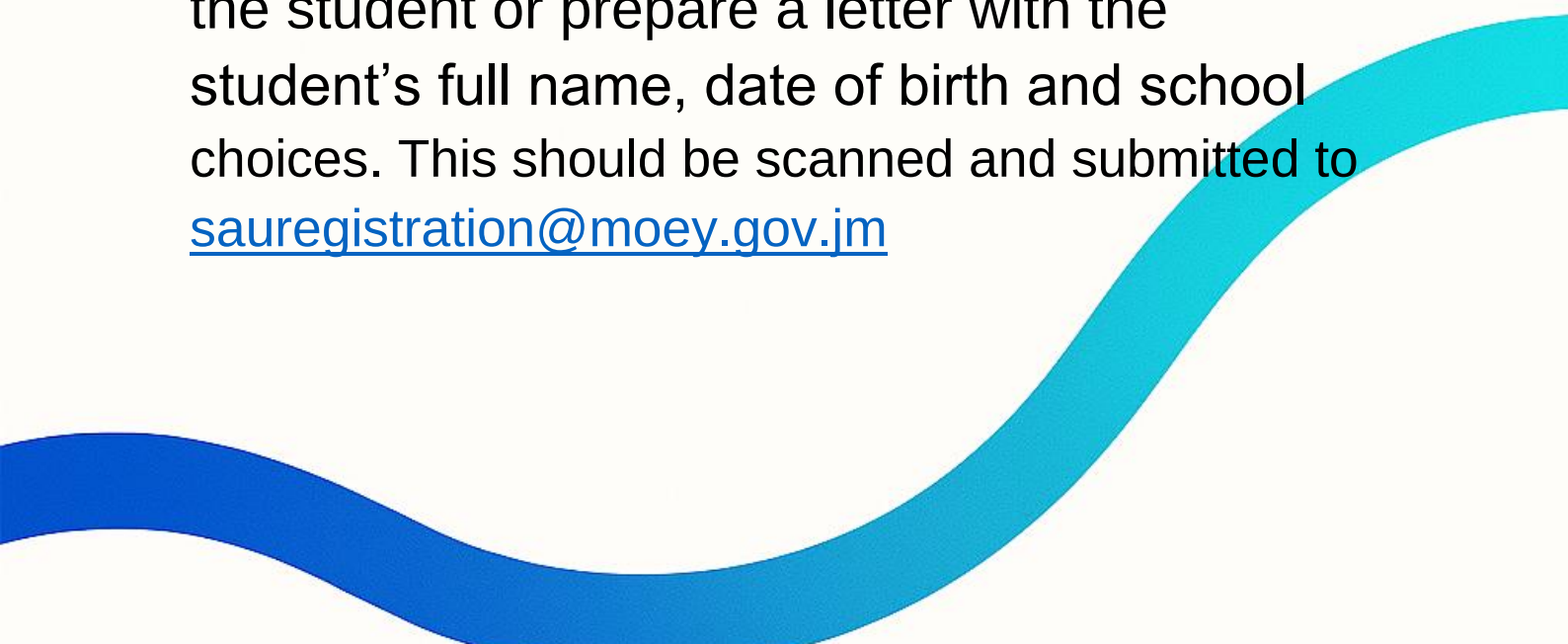


**Q What happens if a student has had a change of name?**

**A** Submit a copy of the new birth certificate, deed poll or adoption certification along with a letter stating the student's previous name and new name are one and the same.

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

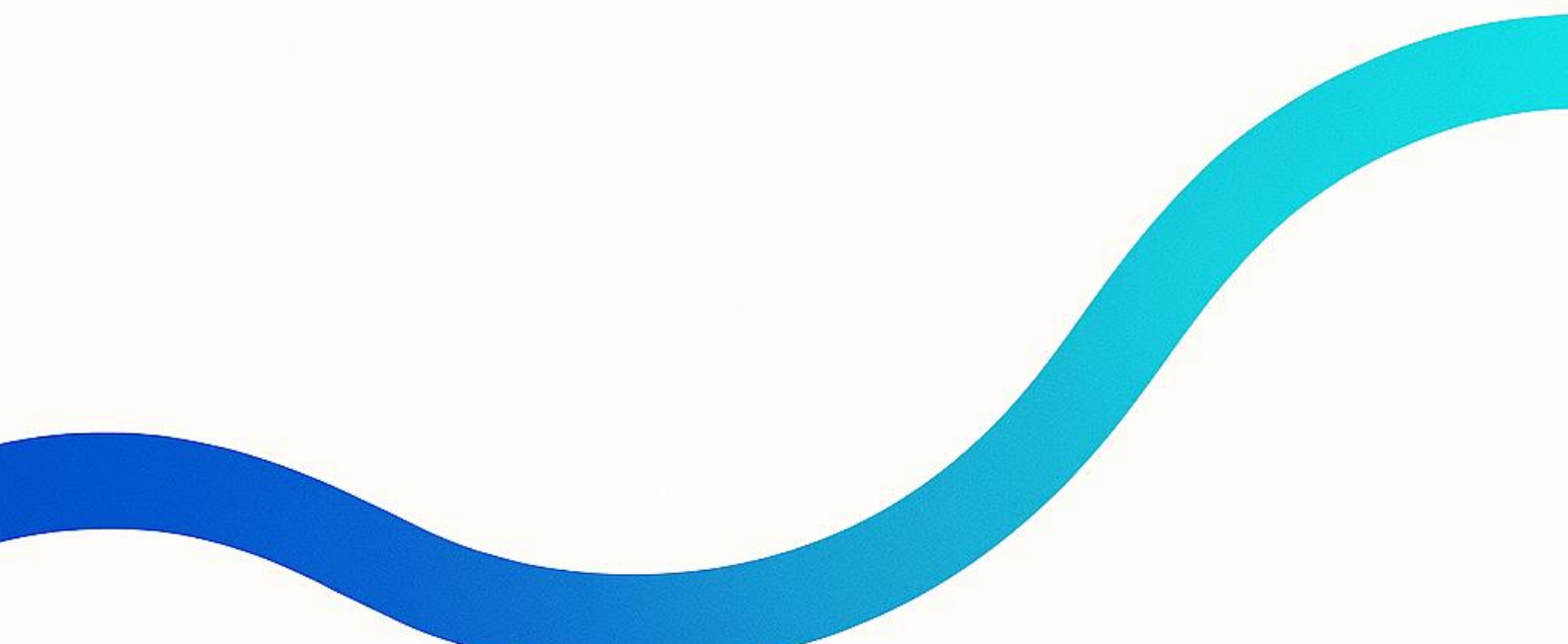
**A** The student should be allowed to sit the examination. Complete a registration form for the student or prepare a letter with the student's full name, date of birth and school choices. This should be scanned and submitted to [sauregistration@moey.gov.jm](mailto:sauregistration@moey.gov.jm)





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

**A** 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 choices in order [1-7] should be uploaded to the Portal during the registration period or submitted via email to [sauregistration@moey.gov.jm](mailto:sauregistration@moey.gov.jm)





**Q What should I do with the Verification Forms?**

**A** Each verification form should be reviewed, confirmed for accuracy and signed by the parent and principal. Signed forms should be returned to the Regional Office for dispatch to the Exam and Assessment Administration Services Branch of the Ministry of Education and Skills, Youth and Information.





**Q Will accommodations be made for students with special needs?**

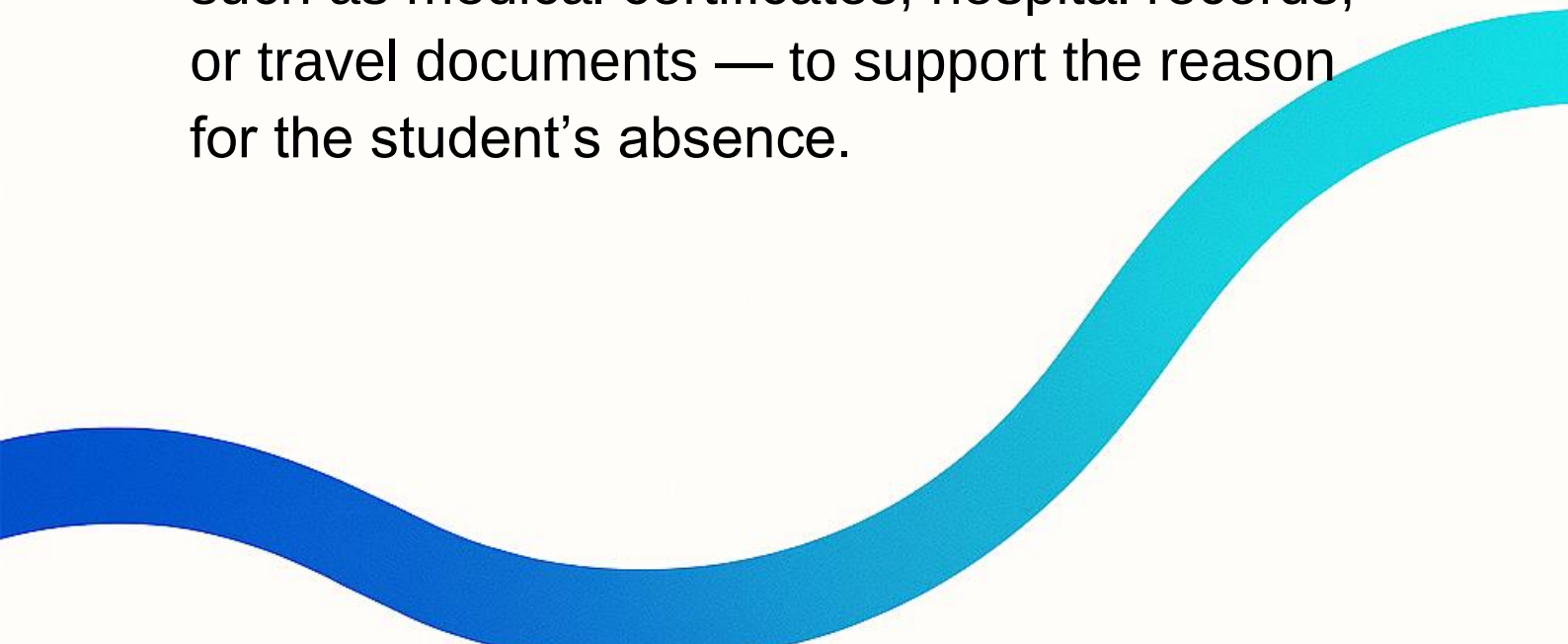
**A** Yes, special accommodation requests, along with supporting documents (psychoeducational assessment report, medical reports, requests for linguistic aides, requests for large print or braille etc.) should be submitted no later than 6 weeks prior to the administration of the examination.





## **Q What if a student misses an exam?**

**A** If a student misses an exam, special consideration may be granted, but only for serious and documented reasons. These include being overseas during the school year or on the day of the exam, being hospitalized or medically unfit to sit the exam, or experiencing a traumatic event close to or on the day of the exam. Please note that a simple comment or letter is not enough. The school must submit official documentation — such as medical certificates, hospital records, or travel documents — to support the reason for the student's absence.





## **Q What if a student repeats a grade?**

**A** Students are not allowed to repeat Grade 6. Once a student is enrolled in Grade 6, they are required to sit the full suite of PEP6 examinations. If a student is to repeat Grade 4 or Grade 5, that decision must be made before the registration process for that grade's exam. Any student repeating one of these grades must be registered to sit the exam for that specific grade level, even if they took the same exam the previous year.

