



# British Council Partner Schools

## School exams guidelines for candidates

Please read carefully the following guidelines:

### A. Individual Statement of Entry

- Upon the receipt of your Statement of Entry, please check the spelling of your name, date of birth and the subject(s) you have registered for. In case of any mistake/timetable clash, please report the amendments required to your Co-ordinator at your school. Private students should report to our Customer Service Office from Sunday to Thursday from 09.00 till 18.30.
- Unique Candidate Identifier number (UCI): You will find this number at the bottom of your Statement of Entry. Each candidate taking an Edexcel qualification must have a UCI number. The UCI number may not change even if a candidate changes centres. The candidate should use the same UCI number for all examinations' sessions with Edexcel. The purpose of the UCI number is to identify the candidate as an individual so the candidate's examinations can be tracked and recorded.

***Candidate should fully understand the importance of having one UCI number. In case candidate had more than one UCI number he should immediately report to the British Council. Having more than one UCI number for the same candidate will put him at a disadvantage of having scattered marks and not being qualified for proper cash-in or no cash-in at all. It is the candidate's responsibility to ensure that the UCI number is inserted in all applications, please refer to the GCE/IGCSE General Information Sheet for more information.***

### Regulations during the Examination:

- You will not be admitted to the examination hall if you do not have your Statement of Entry and identification card. If you do not have a passport you should bring an official ID with your picture such as a school ID.
- You must bring your stationary (pencil, pen, eraser etc.) in a transparent plastic bag.

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- Make sure you have what you need, as you are **not allowed** to borrow from other students. Please note that you are not allowed to take non-transparent pencil cases, calculator cases, bags, wallets and mobile phones into the examination hall. As of May/June 2014, the British Council is NO longer offering extra stationery and calculators to candidates. **Please make sure to have your own with you.**
- You should wear your school uniform to the examination session. Please wear rubber- soled shoes so as not to disturb other candidates when you leave the hall.
- Calculators are allowed to be used in certain papers/exams only. Therefore, please refer to the syllabus or your teacher. Also please ensure reading the “Use of calculators” document for reference on specifications of calculators.
- Please check your **timetable every day** before you leave your home as sometimes exams are held at different venues and times. You will not be compensated for lost time if you happen to arrive at the wrong venue or at the wrong time. If you are late for an exam you might not be admitted. Therefore, make sure to be present at the venue at least **one hour** before the exam begins.
- All candidates must enter the examinations’ hall/room as soon as the Supervisor announces admittance of the students (**45 minutes** prior exam start time) in order to allow the Supervisor to complete the administrative procedures prior to the set exam time.
- If it is applicable kindly note that **candidates need to be inside the exam hall (under supervision) according to the set time before the start of the exam time.** If you are late for that time you will be reported for late arrival as you will be breaching the supervision period set by the Board. Accordingly, please make sure to be at the exam venue for these exams at least half an hour prior the supervision start time. Please refer to your timetable to know the exact times.
- Candidate’s belongings and unauthorised items are not allowed in the exam room. Therefore, we advise you not to bring any personal valuables on the test day
- In the examination hall your name and number will be written on a card on top of a desk. When you enter the hall find your place and be seated quietly.
- An examination is deemed to be in progress from the time the students enter the hall/room, until all the scripts have been collected. If you have any query raise your hand and the invigilator will attend to you immediately.

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- Listen to the invigilator and do what you are asked to do. Tell the invigilator at once, if you think you have not been given the right question paper or if the question paper is incomplete or if you did not hear the instructions properly.
- You must not ask for, and will not be given, any explanation of the questions.
- If you feel ill, or you have a problem or need more paper, raise your hand.
- All your answers should be written in blue or black ink (ballpoint) unless indicated otherwise in the question paper. Correcting fluid/correcting pens should not be used. For Multiple choice questions you should have HB pencils and erasers.
- Do any rough work on the proper examination stationary. Cross it through and hand it in with your answers. In the case of multiple choice papers any rough work should be done in the question booklets.
- If you have used more than one answer booklet and/or any loose sheets of paper, you must place them in the correct order. Fasten them together before handing them to the invigilator. Ask the invigilator to provide you with a string to fasten the paper together. **Do not staple the papers.**
- You must not take from the examination room any examination stationary, used or unused, rough work or any other material provided for the examination.
- Students are not allowed to talk during the examination and it will be considered an attempt to cheat and you might be disqualified from the exam.
- You are not allowed to leave the examination hall before the official end time.
- All candidates sitting for AS/A level Mathematics should strictly follow the new instructions on the use of calculators

**NOTE:** If you cheat, use unfair practice, break the rules or cause any disturbances in the hall you may be disqualified from all your subjects.

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