

# CAMBRIDGE INTERNATIONAL VENUE INSTRUCTION GUIDE

MAY-JUNE 2022

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### Notice to candidates

British Council Bangladesh wishes you the best of luck with your upcoming examination and we would like to remind you of some guidelines to help you having a smooth exam day.

#### Exam start time

Qualification	Session	Exam Start time	Gate opening time	Gate closing time
A/AS Level, O Level and IGCSE	Morning (AM)	<b>11:00 AM</b>	10:00 AM	10:30 AM
	Afternoon (PM)	<b>3:00 PM</b>	2:00 PM	2:30 PM

#### Before exam day

- Check all details on the Statement of Entry (SOE) and report errors to the British Council
- Double check your name as this will appear on your certificate
- Check your exam reporting time, venue location, local traffic and pick up /drop off points to avoid stress on exam day

#### Exam day arrival

- Follow health and safety protocols including COVID19 precautionary measures in the second page
- Present valid passport and SOE
- Report on time at the correct venue before the gate closing time. The gate closing time will be strictly followed

#### What to bring on exam day

Allowed	Not Allowed
<ul style="list-style-type: none"> <li>• Candidates <b>must bring</b> mask, passport, and SOE</li> <li>• <b>Approved stationery</b> (black pen, pencil, eraser without wrapper, transparent slide ruler, mathematical instruments) in a <b>transparent bag</b></li> <li>• Non-programmable <b>calculator</b> without case or instructions.</li> <li>• White lab coats and safety glasses for practical exams</li> <li>• Transparent water bottle</li> </ul>	<p><b>Do not bring any personal belongings or valuables.</b> There is <b>no storage facility</b>, and the British Council is not responsible for any loss/damage</p> <ul style="list-style-type: none"> <li>• <b>No digital devices</b> (phones, computers, tablets, fitness bands)</li> <li>• <b>No watches</b> (analogue or digital wristwatches, smart watches)</li> <li>• <b>No personal belongings</b> (wallets, bags, books, pencil cases, sunglasses, caps, calculator cases or instructions)</li> </ul>

#### Access arrangement

- Only approved access arrangements are provided
- If you have applied for special access arrangement, bring your outcome letter to show to the venue staff

#### Instructions for parents and teachers

- Parents, guardians, teachers and siblings are not allowed inside the exam venue or assembly areas
- There is no designated parking or waiting area so parents must follow a pick-up and drop-off policy and clear the entrance area

**Safeguarding**

The British Council is committed to protecting children from abuse, exploitation and organisational negligence. All British Council staff, partners, suppliers & contractors are required to follow the Safeguarding Policy and Code of Conduct. If there are any concerns about the safety and wellbeing of a child at the exam, contact the Child Protection Focal Person at the venue.

**Exam regulations**

- Attempted impersonation will result in cancellation of candidate results and possible barring from future exams with any UK Examination Board
- Attempted cheating before, during or after the exam will be immediately reported
- Question papers and answer booklets must not be removed from the exam hall
- Do not disturb other candidates inside or outside the exam hall either before or after the exam
- Respectfully follow instructions from British Council staff at all times
- Waiting areas are under exams conditions and supervisor instructions must be followed
- Stay in the exam room under official supervision until departure time
- Do not bring personal belongings or valuables. There is no storage facility and the British Council is not responsible for any loss/damage
- Check the subject code on the answer script before the start of the exam, to ensure you received the correct one as mentioned on your statement of entry
- Parents, teachers, and siblings are NOT allowed inside the examination venue

**Health and safety protocol**

- Temperature will be taken at the point of entry. Candidates with a temperature of 99.1 degrees Fahrenheit or above will not be permitted entry into the exam venue.
- Candidates with persistent cough will not be permitted entry into the exam venue.
- You will be required to wear a mask
- Please follow basic hygiene practices such as using hand-sanitisers provided on test day and regularly washing your hands
- You need to bring with you, and wear, a face mask that covers your mouth and nose. You may be requested to remove this for identification or other purposes.

**Disclaimer**

The British Council and the Examining Boards take all reasonable steps to provide exam services. We cannot be held responsible for interruptions, loss or injury caused by circumstances beyond our control. If examinations or results are disrupted or cancelled, every effort will be made to resume normal service as soon as possible. The British Council's responsibility will be limited to the refund of the registration fee or re-testing at a later stage.

### Practical and locally scheduled exams

Please follow the link below to download your practical and locally scheduled exam venue details –

<https://www.britishcouncil.org.bd/en/exam/igcse-school/day/timetables>

### Clash exams

On an exam day, if you have two Cambridge International exams starting at the same time and the total duration of the exams is **equal to or less than 3 hours and 45 minutes**, then the exams will be administered consecutively. There will not be any breaks between these exams.

If the total duration for two exams starting at the same time is more than 3 hours 45 minutes, then these exams are considered as **clash** exams. The exams will be split in two sessions. The candidates will take the first exam in the scheduled session and the other one in the following session. For an example, if subject A and B are scheduled in AM session and total duration of the exams is more than 3 hours 45 minutes, then you will take subject-A in the AM session and subject-B in the PM session. Please note that candidate must be present in the venue as per exam schedule.

*Exception: If your first clash exam is starting in the afternoon session, please wait for our instructions via email.*

### Clash exam supervision

The candidates will have a fully supervised break between the papers. During this period candidates are not allowed to meet or communicate in any form with anyone outside the exam venue. Candidates will be allowed to bring their own food and textbooks. Parents may hand over the lunch and textbooks to the British Council appointed staff at the exam venue so that they can arrange to deliver them to the respective candidates. No books will be allowed after the start of the exam.

A candidate also will not be allowed to sit any of the clash exam if s/he fails to enter the exam hall as per schedule mentioned on Statement of Entry.

### Cambridge International component exemption

If you applied for exemptions for any of the components of a Syllabus and if those have been **approved** by Cambridge, then you do not have to sit your exams for those exempted components, and Cambridge will calculate an assessed mark for the exempted component to issue a syllabus grade.

### Venue schedule for school candidates

- Find your school's name and centre number (Schools names are in alphabetic order)
- Match your venue name and exam date against the statement of entry. Exams dates are not in chronological order. You should highlight your relevant exam dates on this schedule so that it becomes easier to find your exam venue
- The table below shows the venue schedule only for Written, MCQ, Listening and Reading papers only

School name	Centre Number	Venue	Exam Date
Abdul Kadir Molla International School	BD070	Abdul Kadir Molla International School	All dates
Academia Gulshan	BD223	BICC (Windy Town + Media Bazar)	19 May
Academia Gulshan	BD223	BICC- Celebrity	27 May
Academia Gulshan	BD223	BICC- Hall of Fame	10 June
Academia Gulshan	BD223	ICCB 1	25 April; 26 April; 27 April; 4 May; 5 May; 9 May; 10 May; 11 May; 12 May; 16 May; 18 May; 20 May; 24 May; 26 May; 30 May; 1 June; 7 June; 8 June; 9 June
Academia Gulshan	BD223	Manarat International (Hall 1 and 2)	28 April; 29 April; 2 May; 6 May; 13 May; 17 May; 23 May; 25 May; 31 May; 2 June; 6 June
ACADEMIA Lalmatia	BD306	ACADEMIA Lalmatia	All dates
Academia Malibagh	BD076	BICC (Windy Town + Media Bazar)	19 May
Academia Malibagh	BD076	BICC- Celebrity	27 May
Academia Malibagh	BD076	BICC- Hall of Fame	10 June

School name	Centre Number	Venue	Exam Date
Academia Malibagh	BD076	ICCB 1	25 April; 27 April; 4 May; 5 May; 9 May; 10 May; 11 May; 12 May; 16 May; 18 May; 20 May; 24 May; 26 May; 1 June; 7 June; 8 June; 9 June
Academia Malibagh	BD076	Manarat International (Hall 1 and 2)	2 May; 6 May; 13 May; 23 May; 25 May; 6 June
ACADEMIA Mirpur	BD224	ACADEMIA Mirpur	All dates
Academia Uttara	BD077	INTERNATIONAL HOPE SCHOOL BANGLADESH	All dates
American Standard International School	BD057	BICC (Windy Town + Media Bazar)	19 May
American Standard International School	BD057	BICC- Celebrity	27 May
American Standard International School	BD057	BICC- Hall of Fame	10 June

School name	Centre Number	Venue	Exam Date
American Standard International School	BD057	ICCB 1	25 April; 26 April; 27 April; 4 May; 5 May; 9 May; 10 May; 11 May; 12 May; 16 May; 18 May; 20 May; 24 May; 26 May; 30 May; 1 June; 7 June; 8 June; 9 June
American Standard International School	BD057	Manarat International (Hall 1 and 2)	28 April; 2 May; 6 May; 13 May; 17 May; 23 May; 25 May; 31 May; 2 June; 6 June
Apple Tree International School	BD048	HEED INTERNATIONAL SCHOOL (HIS)	All dates
BACHA English Medium School	BD043	Summerfield International School	All dates
BAF Shaheen English Medium College	BD042	BAF Shaheen English Medium College	All dates
Capstone International School Dhaka	BD063	BAF Shaheen English Medium College	All dates

School name	Centre Number	Venue	Exam Date
Cardiff International School Dhaka	BD053	Summerfield International School	All dates
Chittagong Grammar School, Dhaka	BD033	BICC (Windy Town + Media Bazar)	19 May
Chittagong Grammar School, Dhaka	BD033	BICC- Celebrity	27 May
Chittagong Grammar School, Dhaka	BD033	BICC- Hall of Fame	10 June
Chittagong Grammar School, Dhaka	BD033	ICCB 1	25 April; 27 April; 4 May; 5 May; 10 May; 11 May; 12 May; 16 May; 18 May; 20 May; 24 May; 26 May; 30 May; 1 June; 7 June; 8 June; 9 June
Chittagong Grammar School, Dhaka	BD033	Manarat International (Hall 1 and 2)	13 May; 17 May; 23 May; 25 May; 2 June
DAFFODIL INTERNATIONAL SCHOOL	BD039	DAFFODIL INTERNATIONAL SCHOOL	All dates
DAFFODIL INTERNATIONAL SCHOOL, Uttara	BD073	INTERNATIONAL HOPE SCHOOL BANGLADESH	All dates
DINAJPUR SCHOOL OF LIBERATORS	BD064	Saint Philips High School & College	All dates

<b>School name</b>	<b>Centre Number</b>	<b>Venue</b>	<b>Exam Date</b>
Don Bosco School & College	BD069	INTERNATIONAL HOPE SCHOOL BANGLADESH	All dates
DPS STS School	BD117	DPS STS School Dhaka	All dates
EBENEZER INTERNATIONAL SCHOOL	BD056	HURDCO International School	All dates
European Standard School	BD028	Summerfield International School	All dates
European Standard School, Mirpur	BD066	HEED INTERNATIONAL SCHOOL (HIS)	All dates
HURDCO International School	BD041	HURDCO International School	All dates
INGENIOUS INTERNATIONAL SCHOOL & COLLEGE	BD112	HURDCO International School	All dates
Insight International School, Dhaka (IISD)	BD075	INTERNATIONAL HOPE SCHOOL BANGLADESH	All dates
International Education Centre	BD014	HURDCO International School	All dates

School name	Centre Number	Venue	Exam Date
INTERNATIONAL HOPE SCHOOL BANGLADESH	BD061	INTERNATIONAL HOPE SCHOOL BANGLADESH	All dates
Khaleda Rashid Educare School	BD105	INTERNATIONAL HOPE SCHOOL BANGLADESH	All dates
LAMB English Medium School	BD023	Saint Philips High School & College	All dates
London Grace International School	BD054	Summerfield International School	All dates
Manarat International School	BD019	Manarat International (Hall 1 and 2)	All dates
Mastermind English Medium School	BD217	Mastermind English Medium School, Dhanmondi	All dates
Mastermind English Medium School - Uttara	BD037	Mastermind English Medium School, Uttara	All dates
Onnesha International School and College	BD016	Play Pen	All dates
Orchid International School Dhaka (OISD)	BD036	Methodist English Medium School	All dates

School name	Centre Number	Venue	Exam Date
Oxford International School	BD009	Oxford International School Auditorium	All dates
Paramount School	BD100	Project Headway Rajshahi	All dates
Play Pen	BD109	Play Pen	All dates
Prime Bank English Medium School	BD062	Play Pen	All dates
Rosedale International School	BD302	CSS AVA Center	All dates
Scholastica, Mirpur	BD118	Scholastica - Mirpur	All dates
Scholastica, Uttara	BD111	Scholastica - Uttara	All dates
SchoolEdge	BD067	Play Pen	All dates
Singapore School, Kinderland	BD119	BICC (Windy Town + Media Bazar)	19 May
Singapore School, Kinderland	BD119	BICC- Celebrity	27 May
Singapore School, Kinderland	BD119	BICC- Hall of Fame	10 June
Singapore School, Kinderland	BD119	ICCB 1	25 April; 26 April; 27 April; 4 May; 5 May; 9 May; 10 May; 11 May; 12 May; 16 May; 18 May; 20 May; 24 May; 26 May; 30 May; 1 June; 7 June; 8 June; 9 June

School name	Centre Number	Venue	Exam Date
Singapore School, Kinderland	BD119	Manarat International (Hall 1 and 2)	28 April; 2 May; 6 May; 13 May; 17 May; 23 May; 25 May; 31 May; 2 June; 6 June
SIR JOHN WILSON SCHOOL	BD110	HURDCO International School	All dates
South Herald English School	BD301	CSS AVA Center	All dates
SUMMERFIELD INTERNATIONAL SCHOOL	BD060	Summerfield International School	All dates
Sunnydale	BD115	BICC- Celebrity	27 May
Sunnydale	BD115	BICC- Hall of Fame	20 May; 10 June
Sunnydale	BD115	BICC- Harmony	19 May
Sunnydale	BD115	DAFFODIL INTERNATIONAL SCHOOL	2 May; 2 June; 6 June
Sunnydale	BD115	Marriott Convention Centre	25 April; 27 April; 4 May; 5 May; 6 May; 9 May; 10 May; 11 May; 12 May; 13 May; 16 May; 17 May; 18 May; 23 May; 24 May; 25 May; 26 May; 30 May; 1 June; 7 June; 8 June; 9 June

School name	Centre Number	Venue	Exam Date
Green Dale International School	BD045	BICC (Windy Town + Media Bazar)	19 May
Green Dale International School	BD045	BICC- Celebrity	27 May
Green Dale International School	BD045	BICC- Hall of Fame	10 June
Green Dale International School	BD045	ICCB 1	25 April; 26 April; 27 April; 4 May; 5 May; 9 May; 10 May; 11 May; 12 May; 16 May; 18 May; 20 May; 24 May; 26 May; 30 May; 1 June; 7 June; 8 June; 9 June
Green Dale International School	BD045	Manarat International (Hall 1 and 2)	28 April; 2 May; 6 May; 13 May; 17 May; 23 May; 25 May; 2 June; 6 June
LOREETO SCHOOL	BD116	BICC- Celebrity	27 May
LOREETO SCHOOL	BD116	BICC- Hall of Fame	20 May; 10 June
LOREETO SCHOOL	BD116	BICC- Harmony	19 May
LOREETO SCHOOL	BD116	DAFFODIL INTERNATIONAL SCHOOL	28 April; 29 April; 2 May; 31 May; 2 June; 6 June
LOREETO SCHOOL	BD116	Marriott Convention Centre	25 April; 26 April; 27 April; 4 May; 5 May; 6 May; 9 May; 10 May; 11 May; 12 May; 13 May; 16 May; 17 May; 18 May; 19 May; 23 May; 24 May; 25 May; 26 May; 30 May; 1 June; 7 June; 8 June; 9 June
South Point School & College	BD305	BICC (Windy Town + Media Bazar)	19 May
South Point School & College	BD305	BICC- Celebrity	27 May
South Point School & College	BD305	BICC- Hall of Fame	10 June
South Point School & College	BD305	ICCB 1	25 April; 27 April; 4 May; 5 May; 9 May; 10 May; 11 May; 12 May; 16 May; 18 May; 20 May; 24 May; 26 May; 1 June; 7 June; 8 June; 9 June
South Point School & College	BD305	Manarat International (Hall 1 and 2)	2 May; 6 May; 13 May; 17 May; 23 May; 25 May; 6 June

<b>School name</b>	<b>Centre Number</b>	<b>Venue</b>	<b>Exam Date</b>
Sydney International School	BD035	BICC (Windy Town + Media Bazar)	19 May
Sydney International School	BD035	BICC- Celebrity	27 May
Sydney International School	BD035	BICC- Hall of Fame	10 June
Sydney International School	BD035	ICCB 1	25 April; 26 April; 27 April; 4 May; 5 May; 9 May; 10 May; 11 May; 12 May; 16 May; 18 May; 20 May; 24 May; 26 May; 30 May; 1 June; 7 June; 8 June; 9 June
Sydney International School	BD035	Manarat International (Hall 1 and 2)	28 April; 29 April; 2 May; 6 May; 13 May; 17 May; 23 May; 25 May; 31 May; 2 June; 6 June

School name	Centre Number	Venue	Exam Date
The Aga Khan School	BD029	Play Pen	All dates
The Radius International School	BD068	Play Pen	All dates
Tulip International School	BD104	Saint Philips High School & College	All dates
William Carey International School	BD038	Summerfield International School	All dates
Wordbridge School	BD059	BICC- Celebrity	27 May
Wordbridge School	BD059	BICC- Hall of Fame	20 May; 10 June
Wordbridge School	BD059	BICC- Harmony	19 May
Wordbridge School	BD059	DAFFODIL INTERNATIONAL SCHOOL	2 May; 6 June
Wordbridge School	BD059	Marriott Convention Centre	25 April; 27 April; 4 May; 5 May; 6 May; 9 May; 10 May; 11 May; 12 May; 13 May; 16 May; 17 May; 18 May; 23 May; 24 May; 25 May; 26 May; 1 June; 7 June; 8 June; 9 June
Yale International School	BD051	Play Pen	All dates

### Venue schedule for private candidates

The table below shows the venue schedule only for Written, MCQ, Listening and Reading papers

Centre Type	Centre Number	Venue	Exam Date
Private	BD001	BICC- Celebrity	27 May
Private	BD001	BICC- Hall of Fame	20 May; 10 June
Private	BD001	BICC- Harmony	19 May
Private	BD001	DAFFODIL INTERNATIONAL SCHOOL	28 April; 29 April; 2 May; 31 May; 2 June; 6 June
Private	BD001	Marriott Convention Centre	25 April; 26 April; 27 April; 4 May; 5 May; 6 May; 9 May; 10 May; 11 May; 12 May; 13 May; 16 May; 17 May; 18 May; 23 May; 24 May; 25 May; 26 May; 30 May; 1 June; 7 June; 8 June; 9 June

### Venue addresses

Venue name	Address
Abdul Kadir Molla International School	16/8 Vagdi, Dhaka Sylhet Highway, Shilmandi, Narsingdi 1600, Dhaka, Bangladesh
Academia Mirpur Campus	House 28, Road 2, Block B, Mirpur Housing Estate Mirpur 12, Dhaka 1216, Bangladesh
Academia School (Lalmatia Campus)	House No 6/10 Block # F, Lalmatia (on satmasjid road), Dhaka 1207, Bangladesh
Amantran Convention Center Ltd	City Centre (2nd floor), Link Road, South Sastapur, Narayanganj, 1420
BAF Shaheen English Medium College	BAF Shaheen English Medium College (SEMC) In between Jahangir Gate and Mohakhali Flyover Tejgaon, Dhaka.
BGB Banquet Hall	Shimanto sombhar 4th Floor, Road 2, Dhanmondi Dhaka 1205, Bangladesh
Bangabandhu International Conference Center (BICC)	Begum Rokeya Avenue, Dhaka 1207
CSS Ava Center	CSS Ava Center, 82 Rupsha Strand Rd, Natun Bazar, Khulna 9100, Bangladesh
Daffodil International School Dhanmondi	House#11, Road No 14, Dhanmondi, Dhaka 1209, Bangladesh
DPS STS School Dhaka (Junior Section)	Plot# 2,4 & 6, Road# 13, Sector# 6, Uttara, Dhaka 1230 Bangladesh

Venue name	Address
HEED International School (HIS)	Main campus, Main road , plot-19, Block-A,Section-11 Mirpur, Dhaka 1216, Bangladesh
HURDCO International School	Ka-19/1, Bashundhora Main Gate, Bashundhara Rd, Bashundhara,Baridhara, Dhaka 1229, Bangladesh
International Convention City Bashundhara (ICCB)	Joar Sahara, Khilkhet (Beside 300ft Purbachal Link Road), Purbachal Express Hwy, Dhaka, Bangladesh
International Hope School Bangladesh	Plot 7, Road 6, Sector 4, Uttara, Dhaka-1230, Bangladesh
Manarat International School	Plot CEN 16, Road No. 104, Gulshan-2, Dhaka-1212. Gulshan, Dhaka. Bangladesh.
Maple Leaf International School	House 96, Road 11/A, Dhanmondi, 1209 Dhaka,
Marriott Convention Centre	5th Floor Road # 3, House 3, Dhanmondi Dhaka
Mastermind English Medium School, Dhanmondi	House No 05, Road No 12(New), Dhanmondi, Dhaka, Dhaka 1209, Bangladesh
Mastermind English Medium School, Uttara	House#39, Gausal Azam Avenue, Sector#14, Uttara, DHAKA
Methodist English Medium School	250/1,2nd Colony, Mazar Road, Mirpur-1, Mirpur, Dhaka, Bangladesh.
Oxford International School	House 34, Road 27 (old), New 16, Dhanmondi R/A, Dhaka 1209, Bangladesh
Philosophia	16/1 Don Chamber Rd, Narayanganj 1400, Bangladesh
Playpen School	House - 545/A, Block – J, Road - 19, Bashundhara Residential Area · Dhaka, 1229, Bangladesh
Project Headway Rajshahi	
RDRS Rangpur	Jail Road Radhavallav, Rangpur 5400.
Saint Philips High School & College	Auliapur-kosba road, 5200 Dinajpur, Rangpur Division, Bangladesh
Scholastica - Mirpur	Plot 2/B-2, 2/C Line 1, Section -13, Mirpur, Dhaka 1216
Scholastica - Uttara	Plot 2 Road 8 & 9 ,Sector 1, Uttara Dhaka-1230
Summerfield International School	13/11, Sir Sayed Road, Mohammadpur, Dhaka - 1207, Bangladesh.
Project Headway	Angel Drop 12, Near Uttara Clinic, Uposhahar, Rajshahi M 01842702864

## Message from the British Council

Dear candidate

We know that it is important for students across Bangladesh to take their exams to enable them to achieve their future aspirations, and our priority is to ensure a safe and secure environment in the examination venues for our candidates.

The health and well-being of our candidates and staff remain our top priority. We have developed significant measures to comply with all safety, hygiene and physical distancing across all exam venues in Bangladesh, which we feel allows us to run examinations in a safe and secure way. Over the last two years, we have also put in place measures to meet the safety requirements set by the exam boards we work with, and the Government of Bangladesh.

Our candidates will be communicated beforehand regarding the precautions they need to maintain, such as wearing a mask that covers mouth and nose and the temperature checking mechanisms that are available at the venues. We will also ensure that the exam venue including furniture, equipment, stationery etc. are all sanitised before start of the exam, and our staff follows safety protocols.

Should you have any queries, please do not hesitate to get in touch with the British Council at [Info.bd@britishcouncil.org](mailto:Info.bd@britishcouncil.org)

We wish you the very best of luck with your exams.



Zunayed Ahmed  
Director Operations Examinations  
British Council, Bangladesh