



CAMBRIDGE INTERNATIONAL VENUE INSTRUCTION GUIDE

MAY-JUNE 2023



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Message from the British Council

Dear Cambridge International candidate

Greetings from the British Council. Thank you for registering for the Cambridge exams in May/June 2023.

This booklet contains essential information for you. Please do read it carefully and take note of the main instructions. You should also check the location of each of your exams (the exact venue address) and plan how to get there in good time. You will need to pay close attention to the exam start time so you do not come late.

Finally, please regularly check your emails and SMS messages so that you do not miss any important update. At the moment there are no specific Covid-19 restrictions in place, but we will have hand sanitisers available, and you may choose to wear a mask if you prefer. If the situation changes, we will let you know by email/SMS

If you have any questions, please contact us at info.bd@britishcouncil.org

Tips for how to perform your best on the day are available at the following link - <https://www.britishcouncil.org.bd/en/exam/igcse-school/prepare/tips-tools-support>

We wish you success in your exams.



Zunayed Ahmed
Director Operations Examinations
British Council, Bangladesh

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.

Cambridge International exam start time

Qualification	Session	Exam Start time	Gate opening time	Gate closing time
A/AS Level, O Level and IGCSE	Morning (AM)	11:00 AM	10:00 AM	10:30 AM
	Afternoon (PM)	3:00 PM	2:00 PM	2:30 PM
	Evening (EV)	7:00 PM	6:00 PM	6:30 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

- 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
- Follow health and safety protocols including COVID-19 precautionary measures on the next page

What to bring on exam day

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

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

- We discontinue temperature checks at the point of entry, but we will have digital thermometers available at the exam venue in case someone displays symptoms (COVID-19). If someone has a persistent mild cough but no temperature, and they do not have any other COVID-19 symptoms, in this case, we insist the candidate put on a mask.
- Use of face masks will be optional and meets the needs of candidates who wish to protect themselves in a way that covers their mouth and nose. You may be requested to remove this for identification or other purposes.
- Please follow basic hygiene practices such as using hand-sanitisers provided on test day and regularly washing your hands

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.

Venue schedule for school & private 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

School Name	Centre Number	Venue	Exam Date
Private Candidate - Dhaka	BD001	Tokyo Square Convention Center	24 April; 25 April; 26 April; 27 April; 1 May; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 18 May; 19 May; 22 May; 23 May; 24 May; 25 May; 26 May; 29 May; 30 May; 31 May; 1 June; 5 June; 6 June; 7 June; 8 June; 9 June
		Oxford International School Auditorium	28 April
Abdul Kadir Molla International School	BD070	Abdul Kadir Molla International School	All Dates
ACADEMIA Banasree	BD083	International Convention City Bashundhara (ICCB)	3 May; 10 May
ACADEMIA Gulshan	BD223	International Convention City Bashundhara (ICCB)	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 18 May; 19 May; 22 May; 23 May; 24 May; 25 May; 30 May; 5 June; 6 June; 7 June; 8 June
		Play Pen	27 April; 28 April; 26 May; 9 June
ACADEMIA Lalmatia	BD306	ACADEMIA Lalmatia	All Dates
ACADEMIA Malibagh	BD076	WILLES LITTLE FLOWER SCHOOL & COLLEGE	All Dates
ACADEMIA Mirpur	BD224	ACADEMIA Mirpur	All Dates
ACADEMIA Uttara	BD077	International Convention City Bashundhara (ICCB)	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 18 May; 19 May; 22 May; 23 May; 24 May; 25 May; 29 May; 30 May; 31 May; 1 June; 5 June; 6 June; 7 June; 8 June
		Play Pen	27 April; 28 April; 1 May; 26 May; 9 June

School Name	Centre Number	Venue	Exam Date
American Standard International School	BD057	International Convention City Bashundhara (ICCB)	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 18 May; 19 May; 22 May; 23 May; 24 May; 25 May; 29 May; 30 May; 31 May; 1 June; 5 June; 6 June; 7 June; 8 June
		Play Pen	27 April; 28 April; 26 May; 9 June
Apple Tree International School	BD048	HEED INTERNATIONAL SCHOOL (HIS)	All Dates
Bacha English Medium School	BD043	Marriott Convention Centre	All Dates
BAF Shaheen English Medium School	BD042	BAF Shaheen English Medium School	All Dates
Capstone International School Dhaka	BD063	International Convention City Bashundhara (ICCB)	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 18 May; 19 May; 22 May; 23 May; 24 May; 25 May; 30 May; 5 June; 6 June; 7 June; 8 June
		Play Pen	28 April; 26 May; 9 June
Cardiff International School Dhaka	BD053	Tokyo Square Convention Center	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 18 May; 19 May; 22 May; 23 May; 24 May; 25 May; 26 May; 29 May; 30 May; 31 May; 1 June; 5 June; 6 June; 7 June; 8 June; 9 June
		Oxford International School Auditorium	28 April
Chittagong Grammar School, Dhaka	BD033	International Convention City Bashundhara (ICCB)	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 18 May; 19 May; 22 May; 23 May; 24 May; 25 May; 29 May; 30 May; 31 May; 1 June; 5 June; 6 June; 7 June; 8 June
		Play Pen	26 May
Daffodil International School	BD039	DAFFODIL INTERNATIONAL SCHOOL Dhanmondi	All Dates
Daffodil International School, Uttara	BD073	International Convention City Bashundhara (ICCB)	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 18 May; 19 May; 22 May; 23 May; 24 May; 25 May; 29 May; 30 May; 31 May; 1 June; 5 June; 6 June; 7 June; 8 June
		Play Pen	27 April; 28 April; 26 May

School Name	Centre Number	Venue	Exam Date
Dinajpur School Of Liberators	BD064	Saint Philips High School & College	All Dates
Don Bosco School & College	BD069	International Convention City Bashundhara (ICCB)	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 18 May; 19 May; 22 May; 23 May; 24 May; 25 May; 30 May; 5 June; 6 June; 7 June; 8 June
		Play Pen	26 May; 9 June
DPS STS School	BD117	DPS STS School Dhaka	All Dates
Ebenezer International School	BD056	International Convention City Bashundhara (ICCB)	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 19 May; 22 May; 23 May; 24 May; 25 May; 30 May; 5 June; 6 June; 7 June; 8 June
		Play Pen	27 April; 28 April; 26 May; 9 June
European Standard School	BD028	European Standard School	All Dates
European Standard School, Mirpur	BD066	Methodist English Medium School	All Dates
Green Dale International School	BD045	International Convention City Bashundhara (ICCB)	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 18 May; 19 May; 22 May; 23 May; 24 May; 25 May; 29 May; 30 May; 31 May; 1 June; 5 June; 6 June; 7 June; 8 June
		Play Pen	26 May; 9 June
HURDCO International School	BD041	HURDCO International School	All Dates
Insight International School, Dhaka (IISD)	BD075	International Convention City Bashundhara (ICCB)	All Dates
International Education Centre	BD014	International Convention City Bashundhara (ICCB)	All Dates
International Hope School Bangladesh	BD061	INTERNATIONAL HOPE SCHOOL BANGLADESH	All Dates
Khaleda Rashid Educare School	BD105	INTERNATIONAL HOPE SCHOOL BANGLADESH	All Dates
Kids Campus School	BD079	International Convention City Bashundhara (ICCB)	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 19 May; 22 May; 23 May; 25 May; 30 May; 5 June; 6 June; 7 June; 8 June
		Play Pen	26 May

School Name	Centre Number	Venue	Exam Date
Lamb English Medium School	BD023	Saint Philips High School & College	All Dates
Legend	BD088	Marriott Convention Centre	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 18 May; 22 May; 23 May; 24 May; 25 May; 30 May; 5 June; 6 June; 7 June; 8 June; 9 June
		Oxford International School Auditorium	19 May; 26 May
London Grace International School	BD054	Tokyo Square Convention Center	All Dates
Loreeto School	BD116	Tokyo Square Convention Center	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
Orchid International School Dhaka (OISD)	BD036	HEED INTERNATIONAL SCHOOL (HIS)	All Dates
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
Premier School Dhaka	BD072	International Convention City Bashundhara (ICCB)	24 April; 26 April; 2 May; 3 May; 4 May; 5 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 18 May; 19 May; 22 May; 23 May; 25 May; 30 May; 5 June; 6 June; 7 June; 8 June
		Play Pen	26 May
Prime Bank English Medium School	BD062	INTERNATIONAL HOPE SCHOOL BANGLADESH	All Dates
Rosedale International School	BD302	CSS AVA Center	All Dates
Scholastica, Mirpur	BD118	Scholastica - Mirpur	All Dates

School Name	Centre Number	Venue	Exam Date
Scholastica, Uttara	BD111	Scholastica - Uttara	All Dates
Schooledge	BD067	International Convention City Bashundhara (ICCB)	24 April; 26 April; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 19 May; 22 May; 23 May; 25 May; 30 May; 5 June; 6 June; 7 June; 8 June
		Play Pen	26 May; 9 June
Singapore International School	BD078	International Convention City Bashundhara (ICCB)	All Dates
Singapore School, Kinderland	BD119	International Convention City Bashundhara (ICCB)	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 18 May; 19 May; 22 May; 23 May; 24 May; 25 May; 29 May; 30 May; 31 May; 1 June; 5 June; 6 June; 7 June; 8 June
		Play Pen	28 April; 26 May; 9 June
Sir John Wilson School	BD110	International Convention City Bashundhara (ICCB)	8 May; 9 May; 19 May; 22 May; 29 May; 31 May
South Herald English School	BD301	CSS AVA Center	All Dates
South Point School and College	BD305	International Convention City Bashundhara (ICCB)	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 17 May; 18 May; 19 May; 22 May; 23 May; 24 May; 25 May; 30 May; 5 June; 6 June; 7 June; 8 June
		Play Pen	26 May; 9 June
Summerfield International School	BD060	Summerfield International School	All Dates
Sunnydale	BD115	Sunnydale	All Dates
Sydney International School	BD035	International Convention City Bashundhara (ICCB)	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 18 May; 19 May; 22 May; 23 May; 24 May; 25 May; 29 May; 30 May; 31 May; 1 June; 5 June; 6 June; 7 June; 8 June
		Play Pen	27 April; 28 April; 1 May; 26 May; 9 June
The Aga Khan School	BD029	International Hope School Bangladesh	All Dates

School Name	Centre Number	Venue	Exam Date
The Radius International School	BD068	International Hope School Bangladesh	All Dates
Tulip International School	BD104	Saint Philips High School & College	All Dates
Wheaton International School	BD085	Marriott Convention Centre	All Dates
William Carey International School	BD038	Marriott Convention Centre	All Dates
Wordbridge School	BD059	Marriott Convention Centre	24 April; 25 April; 26 April; 2 May; 3 May; 4 May; 5 May; 8 May; 9 May; 10 May; 11 May; 12 May; 15 May; 17 May; 18 May; 22 May; 23 May; 24 May; 25 May; 30 May; 5 June; 6 June; 7 June; 8 June; 9 June
		Oxford International School Auditorium	19 May; 26 May
Yale International School	BD051	International Convention City Bashundhara (ICCB)	24 April; 26 April; 2 May; 3 May; 4 May; 5 May; 9 May; 10 May; 11 May; 12 May; 15 May; 16 May; 17 May; 18 May; 19 May; 22 May; 23 May; 25 May; 30 May; 5 June; 6 June; 7 June; 8 June
		Play Pen	26 May; 9 June

Venue addresses

Venue name	Venue Address
Abdul Kadir Molla International School	16/8 Vagdi, Dhaka Sylhet Highway, Shilmandi, Narsingdi 1600, Dhaka, Bangladesh
ACADEMIA Lalmatia	House No 6/10 Block # F, Lalmatia (On Satmasjid Road), Dhaka 1207, Bangladesh
ACADEMIA Mirpur	House 28, Road 2, Block B, Mirpur Housing Estate Mirpur 12, Dhaka 1216, Bangladesh
BAF Shaheen English Medium School	BAF Shaheen English Medium College (Semc) In Between Jahangir Gate and Mohakhali Flyover Tejgaon, Dhaka.
CSS AVA Center	82, Rupsha Strand Road, Natun Bazar, Khulna
Daffodil International School Dhanmondi	House#11, Road No 14, Dhanmondi, Dhaka 1209, Bangladesh
DPS STS School Dhaka	Plot Ed-01, Road 1, Sector 15, Uttara, Dhaka 1230, Bangladesh
European Standard School (ESS)	House - 84/1 (5 th Floor) Road – 7/A (Satmasjid Road), Dhanmondi, Dhaka - 1209
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, Khilket (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	Plot Cen 16, Road No. 104, Gulshan-2, Dhaka-1212. Gulshan, Dhaka. Bangladesh.
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

Venue name	Venue Address
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
Play Pen	House - 545/A, Block – J, Road - 19, Bashundhara Residential Area · Dhaka, 1229, Bangladesh
Project Headway Rajshahi	Angel Drop, House No: 12, Uttora Clinic Moore, Uposhahar, Rajshahi
Saint Philips High School & College	Auliapur - Kasba Rd, 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.
Sunnydale	Plot # 19a, Road # 13, Block G, Bashundhara, Dhaka-1229
Tokyo Square Convention Center	Japan Garden City, Tokyo Square Convention Center, Ring Road Mohammadpur, Dhaka 1207 Bangladesh
Willes Little Flower School & College	85, Kakrail, Ramna Dhaka 1000