



CAMBRIDGE INTERNATIONAL VENUE INSTRUCTION GUIDE SYLHET

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 and 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-Sylhet	BD300	Hotel Nirvana Inn	2 May; 3 May; 4 May; 5 May; 9 May; 11 May; 17 May; 19 May; 26 May; 6 June; 7 June
Royal Institute of Smart Education (RISE)	BD401	British Council Sylhet	24 April; 26 April
Royal Institute of Smart Education (RISE)	BD401	Hotel Nirvana Inn	2 May; 3 May; 4 May; 5 May; 9 May; 10 May; 11 May; 12 May; 15 May; 17 May; 23 May; 30 May; 6 June; 7 June; 8 June

Venue addresses

Venue name	Address
British Council Sylhet	British Council. Arcadia, 5th Floor, Dorshon Dewri, Amborkhana, Sylhet 3100, Bangladesh
Hotel Nirvana Inn	Mirza Jangal Rd, Sylhet 3100, Bangladesh