VENUE INSTRUCTION GUIDE PEARSON EDEXCEL SUMMER 2025

BRITISH COUNCIL SYLHET

Examinations Services
5 Floor,Dorshon Dewri, Amborkhana,Sylhet
Email: info.bd@britishcouncil.org
Web: www.britishcouncil.org.bd

Table of Contents

Examinations Services
5 Floor,Dorshon Dewri, Amborkhana,Sylhet
Email: info.bd@britishcouncil.org
Web: www.britishcouncil.org.bd

Message from the British Council

Dear candidate

Greetings from the British Council. Thank you for registering for the Pearson Edexcel exams in Summer 2025.

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 reach there in good time. It is important that you arrive at the exam venue before the 'gate closing time' to avoid any inconvenience.

Furthermore, please check your emails and SMS messages regularly so that you are aware of any important updates.

If you have any queries, 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

Examinations Services
5 Floor,Dorshon Dewri, Amborkhana,Sylhet
Email: info.bd@britishcouncil.org
Web: www.britishcouncil.org.bd

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.

Pearson Edexcel exam start time

Qualification	Session	Exam Start time	Gate opening time	Gate closing time
International Advanced Level (IAL)	Morning (AM)	**11:00 AM**	10:00 AM	10:30 AM
	Afternoon (PM)	**3:00 PM**	2:00 PM	2:30 PM
International GCSE (IGCSE) and GCE A Level	Afternoon (AM)	**3:00 PM**	2:00 PM	2:30 PM
	Evening (PM)	**7:00 PM**	6:00 PM	6:30 PM

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 at the venue. Parents must leave the entrance area immediately after pick-up or drop-off a candidate

Access arrangement (Arrangement on the exam day for special need candidate)
- Only approved access arrangements are provided
- If you have applied for access arrangement, bring your outcome letter to show the exam staff at the venue on the exam day

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 about precautionary measures on the next page

What to bring on exam day

Allowed	Not Allowed
- 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	**Do not bring any personal belongings or valuables**. There is **no storage facility,** and the British Council is not responsible for any loss/damage - **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)

Examinations Services
5 Floor,Dorshon Dewri, Amborkhana,Sylhet
Email: info.bd@britishcouncil.org
Web: www.britishcouncil.org.bd

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.

Examinations Services
5 Floor,Dorshon Dewri, Amborkhana,Sylhet
Email: info.bd@britishcouncil.org
Web: www.britishcouncil.org.bd

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 Pearson Edexcel exams staring at the same time and the total duration of the exams is **equal to or less than 3 hours,** 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**, then these exams are considered as **clash** exams. Only in such cases, 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 of the same day. For an example, if subject A and B are scheduled in AM session and total duration of the exams is more than 3 hours, 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 evening 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.

Examinations Services
5 Floor,Dorshon Dewri, Amborkhana,Sylhet
Email: info.bd@britishcouncil.org
Web: www.britishcouncil.org.bd

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, Listening and Reading papers

School Name	Centre Number	Venue Name	Exam Date	Candidate Number
Private Candidate	90322	British Council Sylhet Arcadia	All Dates, **Except 08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun**	All Candidates
Private Candidate	90322	Hotel Star Pacific	08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun	All Candidates
Ananadaniketan	90301	British Council Sylhet Arcadia	All Dates, **Except 08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun**	All Candidates
Ananadaniketan	90301	Hotel Star Pacific	08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun	All Candidates
British Bangladesh International School and College	90329	British Council Sylhet Arcadia	All Dates, **Except 08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun**	All Candidates
British Bangladesh International School and College	90329	Hotel Star Pacific	08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun	All Candidates
Cambridge Grammar School and College	93147	British Council Sylhet Arcadia	All Dates, **Except 08 May; 09 May; 19 May; 23 May**	All Candidates
Cambridge Grammar School and College	93147	Hotel Star Pacific	08 May; 09 May; 19 May; 23 May	All Candidates
Green Hill International School	93187	British Council Sylhet Arcadia	All Dates, **Except 08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun**	All Candidates
Green Hill International School	93187	Hotel Star Pacific	08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun	All Candidates
Royal Institute Of Smart Education	97475	Royal Institute Of Smart Education	All Dates	All Candidates
Stemays	94442	British Council Sylhet Arcadia	All Dates, **Except 08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun**	All Candidates
Stemays	94442	Hotel Star Pacific	08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun	All Candidates
Sylhet Grammar School	93314	British Council Sylhet Arcadia	All Dates, **Except 08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun**	All Candidates

Examinations Services
5 Floor,Dorshon Dewri, Amborkhana,Sylhet
Email: info.bd@britishcouncil.org
Web: www.britishcouncil.org.bd

School Name	Centre Number	Venue Name	Exam Date	Candidate Number
Sylhet Grammar School	93314	Hotel Star Pacific	08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun	All Candidates
Sylhet International School and College	90327	British Council Sylhet Arcadia	All Dates, ****Except 08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun**	All Candidates
Sylhet International School and College	90327	Hotel Star Pacific	08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun	All Candidates
The Sylhet Khajanchi Bari International School	93189	British Council Sylhet Arcadia	All Dates, ****Except 08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun**	All Candidates
The Sylhet Khajanchi Bari International School	93189	Hotel Star Pacific	08 May; 09 May; 19 May; 23 May; 02 Jun; 13 Jun	All Candidates

Examinations Services
5 Floor,Dorshon Dewri, Amborkhana,Sylhet
Email: info.bd@britishcouncil.org
Web: www.britishcouncil.org.bd

Venue addresses

Venue name	Venue Address
British Council Sylhet	British Council. Arcadia, 5 Floor,Dorshon Dewri, Amborkhana, Sylhet 3100, Bangladesh
Hotel Star Pacific	982, East Dargah Gate, Sylhet 3100.
Royal Institute of Smart Education	1 Lovely Road, Sylhet 3100