

VENUE INSTRUCTION GUIDE CAMBRIDGE INTERNATIONAL JUNE 2025

**BRITISH COUNCIL DHAKA AND
PROVINCE**

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Message from the British Council

Dear candidate

Greetings from the British Council. Thank you for registering for the Cambridge International exams in June 2025 session.

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 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

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
<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)

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	Exam Date	Venue Name	Candidate Number
Private Candidate	BD001	All Dates, **Except 01 May; 26 May; 30 May**	Tokyo Square Convention Center	All Candidates
		01 May; 26 May; 30 May	Wheaton International School	All Candidates
Abdul Kadir Molla International School	BD070	All Dates	Abdul Kadir Molla International School	All Candidates
Academia Banasree	BD083	All Dates	Jamuna Future Park	All Candidates
Academia Lalmatia	BD306	All Dates	Academia Lalmatia	All Candidates
Academia Malibagh	BD076	All Dates, **Except 26 May**	Jamuna Future Park	All Candidates
		26 May	Hurdco International School	All Candidates
Academia Mirpur	BD224	All Dates	Academia Mirpur	All Candidates
Academia Uttara	BD077	All Dates	Bangladesh International Tutorial	All Candidates
Academia, Gulshan	BD223	All Dates, **Except 26 May; 30 May**	Jamuna Future Park	All Candidates
		26 May; 30 May	Hurdco International School	All Candidates
American Standard International School	BD057	All Dates, **Except 26 May**	Jamuna Future Park	All Candidates
		26 May	Hurdco International School	All Candidates
Apple Tree International School	BD048	All Dates	Methodist English Medium School	All Candidates
Bacha English Medium School	BD043	All Dates	Oxford International School	All Candidates
BAF Shaheen English Medium School	BD042	All Dates	BAF Shaheen English Medium School	All Candidates
Canadian Maple International School	BD093	All Dates	Jamuna Future Park	All Candidates

School name	Centre Number	Exam Date	Venue Name	Candidate Number
Capstone School Dhaka	BD063	All Dates, **Except 26 May**	Jamuna Future Park	All Candidates
		26 May	Hurdco International School	All Candidates
Cardiff International School Dhaka	BD053	All Dates	Oxford International School	All Candidates
Chittagong Grammar School, Dhaka	BD033	All Dates, **Except 26 May**	Jamuna Future Park	All Candidates
		26 May	Hurdco International School	All Candidates
Crescendo Educational Institution	BD095	All Dates	Jamuna Future Park	All Candidates
Daffodil International School, Dhanmondi	BD039	All Dates	Daffodil International School, Dhanmondi	All Candidates
Daffodil International School, Uttara	BD073	All Dates	Daffodil International School, Uttara	All Candidates
Dinajpur School of Liberators	BD064	All Dates	Dinajpur School of Liberators	All Candidates
Don Bosco School & College	BD069	All Dates	Bangladesh International Tutorial	All Candidates
Ebenezer International School	BD056	All Dates, **Except 26 May**	Jamuna Future Park	All Candidates
		26 May	Hurdco International School	All Candidates
European Standard School, Dhanmondi	BD028	All Dates	European Standard School, Dhanmondi	All Candidates
European Standard School Mirpur	BD066	All Dates	Heed International School (HIS)	All Candidates
Excel Academy	BD098	All Dates, **Except 26 May**	Tokyo Square Convention Center	All Candidates
		26 May	Wheaton International School	All Candidates
Glenrich International School, Satarkul	BD089	All Dates	Glenrich International School, Satarkul	All Candidates
Glenrich International School Uttara	BD117	All Dates	Glenrich International School Uttara	All Candidates
Green Dale International School	BD045	All Dates, **Except 30 May**	Jamuna Future Park	All Candidates
		30 May	Hurdco International School	All Candidates
Hurdco International School	BD041	All Dates	Hurdco International School	All Candidates
International Education Centre	BD014	All Dates	Jamuna Future Park	All Candidates

School name	Centre Number	Exam Date	Venue Name	Candidate Number
International Hope School Bangladesh	BD061	All Dates	International Hope School Bangladesh	All Candidates
Khaleda Rashid Educare School	BD105	All Dates	Daffodil International School, Uttara	All Candidates
Kids Campus School	BD079	All Dates	Bangladesh International Tutorial	All Candidates
Legend International School	BD088	All Dates, **Except 19 May; 20 May**	Legend International School	All Candidates
		19 May; 20 May	Tokyo Square Convention Center	All Candidates
London Grace International School	BD054	All Dates	Tokyo Square Convention Center	All Candidates
Lords An English Medium School	BD096	All Dates	Jamuna Future Park	All Candidates
Loreeto School	BD116	All Dates	Wheaton International School	All Candidates
Manarat International	BD019	All Dates	Manarat International	All Candidates
Mastermind English Medium School - Uttara	BD037	All Dates	Mastermind English Medium School - Uttara	All Candidates
Mastermind English Medium School, Dhanmondi	BD217	All Dates	Mastermind English Medium School, Dhanmondi	All Candidates
Orchid International School Dhaka	BD036	All Dates	Methodist English Medium School	All Candidates
Oxford International School	BD009	All Dates	Oxford International School	All Candidates
Paramount School	BD100	All Dates	Paramount School	All Candidates
Park International School & College	BD055	All Dates	Jamuna Future Park	All Candidates
Penfield School	BD601	All Dates	European Standard School	All Candidates
Play Pen	BD109	All Dates	Play Pen	All Candidates
Premier School Dhaka	BD072	All Dates	Bangladesh International Tutorial	All Candidates
Prime Bank English Medium School	BD062	All Dates	Daffodil International School, Uttara	All Candidates
Rosedale International School	BD302	All Dates	Lexicon	All Candidates
Royal School Dhaka	BD097	All Dates	Jamuna Future Park	All Candidates
Scholastica, Mirpur	BD118	All Dates	Scholastica, Mirpur	All Candidates

School name	Centre Number	Exam Date	Venue Name	Candidate Number
Scholastica, Uttara	BD111	All Dates	Scholastica, Uttara	All Candidates
Schooledge	BD067	All Dates	Bangladesh International Tutorial	All Candidates
Singapore International School	BD078	All Dates	Bangladesh International Tutorial	All Candidates
Singapore School, Kinderland	BD119	All Dates	Jamuna Future Park	All Candidates
Sir John Wilson School	BD110	All Dates	Jamuna Future Park	All Candidates
South Herald English School	BD301	All Dates	Lexicon	All Candidates
South Point School & College	BD305	All Dates	BAF Shaheen English Medium School	All Candidates
Springdale International School	BD092	All Dates	Jamuna Future Park	All Candidates
St. Joseph International School	BD084	All Dates	St. Joseph International School	All Candidates
Summerfield International School	BD060	All Dates, **Except 26 May**	Tokyo Square Convention Center	All Candidates
		26 May	Wheaton International School	All Candidates
Sunnydale	BD115	All Dates	Sunnydale	All Candidates
Sydney International School	BD035	All Dates	Jamuna Future Park	All Candidates
The Aga Khan School	BD029	All Dates	Bangladesh International Tutorial	All Candidates
The Radius International School	BD068	All Dates	International Hope School Bangladesh	All Candidates
Tulip International	BD104	All Dates	Dinajpur School of Liberators	All Candidates
Wheaton International School	BD085	All Dates	Wheaton International School	All Candidates
William Carey International School	BD038	All Dates	Wheaton International School	All Candidates
Wordbridge School	BD059	All Dates	Wheaton International School	All Candidates
Yale International School	BD051	All Dates	International Hope School Bangladesh	All Candidates

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.
Bangladesh International Tutorial	Plot # 13 Road # 1/A Sector 14, Uttara Model Town, Dhaka-1230
Daffodil International School, Dhanmondi	House#11, Road No 14, Dhanmondi, Dhaka 1209, Bangladesh
Daffodil International School, Uttara	Daffodil International School, Rupayan City, Uttara, Sector-12, Khalpar, Dhaka-1216, Bangladesh
Dinajpur School of Liberators	Paharpur (Red Crescent Building), 5200 Dinajpur
European Standard School, Dhanmondi	House - 84/1 (5th Floor) Road – 7/A (Satmasjid Road), Dhanmondi, Dhaka - 1209
Glenrich International School, Satarkul	Plot# E-2 & E-3, Block-A, Sector 01, Sun Valley Residential, Shatarkul Badda, Dhaka 1212
Glenrich International School, Uttara	Plot Ed-01, Road 1, Sector 15, Uttara, Dhaka 1230, Bangladesh
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 Hope School Bangladesh	Plot 7, Road 6, Sector 4, Uttara, Dhaka-1230, Bangladesh
Jamuna Future Park North Atrium (Nearby Car Drop – 1)	Progoti Shoroni, Kuril, Baridhara, Dhaka - 1229

Venue name	Venue Address
Legend International School	House-5/2, Block-F, Lalmatia, Dhaka-1207, Bangladesh
Lexicon	NLI Tower (7th Floor) 977, Upper Jashore Road KDA, New Market Area, Khulna-9100
Manarat International	Plot Cen 16, Road No. 104, Gulshan-2, Dhaka-1212. Gulshan, Dhaka. Bangladesh.
Mastermind English Medium School - Uttara	House#39, Gausal Azam Avenue, Sector#14, Uttara, Dhaka
Mastermind English Medium School, Dhamondi	House No 05, Road No 12(New), Dhanmondi, Dhaka, Dhaka 1209, Bangladesh
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
Paramount School	Chandrima Residential Area Rajshahi-6207
Play Pen	House - 545/A, Block – J, Road - 19, Bashundhara Residential Area · Dhaka, 1229, 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
St. Joseph International School	97 Asad Avenue, Dhaka, Mohammadpur 1207
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
Wheaton International School	Dhanmondi, House-70/A, Road No. 15A, Dhaka 1209