

Dear Candidate,

INSTRUCTIONS TO CAIE CANDIDATES- CAIE **Oct-Nov 2021**

This notice has been written to help you. Please read it carefully and follow the instructions before you take your Cambridge International Examinations. If there is anything you do not understand, especially which calculator you may use, please ask your teacher/invigilator.

Note: You must bring Statement of Entry along with ORIGINAL PASSPORT to ALL examinations. Candidates who are not in possession of these documents will not be admitted to the Examination Hall. Your documents should be placed on your desk for inspection during the examination.

If you are under 18 candidate please print your SOEs on yellow colour page and above 18 on white papers. Yellow statement of entries should not be changed or photocopied by any of the students as these are important to identify and escort under 18 candidates.

1. SESSION TIMETABLES

Monday to Thursday

- **Morning Sessions** will start at **11:00 am** and doors will be closed at **10:30am**.
- **Afternoon Sessions** will start at **03:00 pm** and doors will be closed at **02:30 pm**.

Friday timings

- **Morning Sessions- Timings are already revised in timetable**
- **Afternoon Sessions** will start at **03:00 pm** and doors will be closed at **02:30pm**.

Reporting time to the venue: Two hours prior to the scheduled exam time.

2. EXAMINATION VENUES

Girls: Third Jawahir Al-Riyadh International School (Girls)

Boys: Third Jawahir Al-Riyadh International School (Boys)

MP85+JG Al Murabba, Riyadh

Google Map Link : <https://goo.gl/maps/Mf3CTAUjHhGbbiGX8>

COVID regulation : Mandatory COVID-19 vaccines 2 doses

We regard the safety and well-being of our students as our top priority. In compliance with the directions of higher committees and the Ministry of Education latest regulations, it is mandatory for all students and staff members to receive two doses of COVID-19 vaccine to enter educational facilities.

In the light of this, kindly note that you will need to present evidence of receiving two doses of vaccination to enter the school campus on your exam day via Tawakkalna App.

For more information on the new guidelines and how they might affect you, please refer to and visit the websites of the Ministry of Education.

3. TIMETABLE CLASHES

Please check the notice board at the exams venue daily to know your arrangement for clashes. Please do check your Statement of Entry for information of your clash papers in advance.

4. REGULATIONS

Make Sure You Know the Rules

YOU MUST NOT BECOME INVOLVED IN ANY UNFAIR OR DISHONEST PRACTICE BEFORE, DURING OR AFTER THE EXAMINATION SUCH AS BELOW:

- **Seeking or posting confidential material on the internet, including social media, during the relevant series.**
 - Behaving in such a way as to undermine the integrity of the exam.
 - Obtaining, receiving, exchanging or passing information which could be exam-related (or attempting to) by any means before the end of the exam.
 - Any attempt to reveal the content of the exam after the exam has ended.
 - **Please be aware that producing or using fraudulent results documentation constitutes malpractice. Malpractice of this nature may result in the cancellation of results and in candidates being barred entering for Cambridge Int'l qualifications in future series.**
 - You should remain alert to any attempts from other candidates to copy from you during the exam, and that you should report this to an invigilator immediately.
- You **must** follow all instructions given by the British Council and Invigilators.
 - You **must** check your hall and seat number before each examination for every session.
 - You **must** be on time for all examinations.
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- You may take into the examination room only the materials and equipment which are allowed for that particular exams. **Stationery should be in transparent pouch and water bottle without the packaging labels.** You **must not** take into the examination room: calculator cases or instruction leaflets, bags, pencil cases, personal TVs/stereos, pagers, **mobile phones**, palm-top computers, or any other material or equipment. **Anyone found in possession of any of any unauthorised material, even if you do not intend to use it, will automatically disqualify you from the subject being taken and has to be reported to the Exams Board.**
- Please note:** The British Council is not responsible for handbags and valuables, which are left outside the Examination Hall. **Please make it a point not to bring such items with you.**
- You **must not** take part in any **unfair practice** either when preparing Coursework, or when taking the examination.
 - Correcting fluid/correcting pens **must not** be used.
 - You **must not** talk to, attempt to communicate in any way with, seek assistance from or give assistance to or disturb other candidates once you have entered the examination room.
 - Smoking is **not allowed** in the examination room or anywhere on the school premises.
 - Candidates **are not allowed** to park or drive into the school ground with their vehicle. They must park it outside the school gate always.

5. INFORMATION

Make Sure You -

- Know the dates and times of your examinations.
 - Arrive on time before the start of each examination as per the given instructions.
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- If you arrive late for an examination, report to the Invigilator running the examination. If you arrive after the **Key Time**, you will **not** be allowed to take the exams.

- **If you miss an examination due to unacceptable reason (e.g. traffic, negligence in reading the timetable), you will not be allowed to sit the exam.**

6. BRING WHAT YOU NEED

- Leave anything that you do not need or which is not allowed outside the examination room
- Take into the examination room the pens, pencils, rubbers and any instruments that you need for the examination (allowed) only.
- **You may not borrow anything from another candidate during the examination.**

Note: You **must write in blue or black ink** except for multiple choice papers that must be completed by pencil (B or HB). Coloured pencils or inks may be used only for diagrams, maps, charts etc. Highlighter pens or glue must not be used unless specifically permitted by syllabus.

7. CALCULATORS, DICTIONARIES AND SPELL-CHECKERS

- You may use a calculator, unless you are told that you may not do so. **You cannot borrow it from another candidate during the examination.**
- If you use a calculator
 - make sure it works properly
 - make sure the battery is working properly
 - clear anything stored in it
 - do not bring into the examination room any operating instructions or prepared programs
- You must not use a dictionary or computer spell-checker, unless you are told that you may do so.

8. EXAMINATION INSTRUCTIONS

- Listen to the Invigilator and follow what you are asked to do.
- Tell the Invigilator at once,
 - if you think you have not been given the right question paper or all the materials listed on the front of the paper,
 - if the question paper is incomplete or badly printed.
- Read carefully the instructions printed on the question paper and/or on the answer book/answer paper. Do what they ask you to do.
- Fill in the details required on the front of your question paper and/or answer book/answer paper before the start of the examination.
- Do your rough work on the proper examination stationery. Cross it through and leave it on your desk when you leave.
- You **must leave** the question paper, your answer book or answer paper, rough work or any other **(used & unused)** materials in the examination room.

9. ADVICE AND ASSISTANCE

- If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the Invigilator.
- If during the examination you have a problem and are in doubt about what you should do, you feel ill or you need more answer paper, raise your hand to attract attention. The Invigilator will come to you and answer your question.
- You may not ask for, and will not be given, any explanation of the questions.

10. LEAVING THE EXAMINATION ROOM

- No candidate will be allowed to leave before the end of the examination session.
- If you have used more than one answer book and/or loose sheets of answer paper, you must place them in the correct order. Fasten them together before you leave.
- **You must not leave the examination room until the Invigilator tells you to do so.**
- When you leave the examination room you must leave behind the question paper, your answer book/answer paper, rough work, and any other (used or unused) materials provided for the examination.

WARNING

- If you cheat, try to use any unfair practice, or break the rules in any way, you may be disqualified from all your subjects.
- Having any **unauthorised material** in the examination room is breaking the rules, even if you do not intend to use it. If you have any unauthorised material, you may be penalised or disqualified.
- You **must not** discuss or disclose by any means the contents of the paper with any person who has not taken the examination after taking your examination. If you do so, you will be automatically disqualified from the subject being taken.

RESULTS: Provisional examination results will be available online mid-January 2022.

Certificates : Expected to receive from Cambridge mid-March 2022.

Please make sure you collect your certificates within 12 months of issue of original date. After this period the unclaimed certificate will be returned to University of Cambridge.

On behalf of The British Council, we wish you every success in your forthcoming examinations.