

Dear Candidate,

Instructions to Oxford AQA Candidates - May-June 2022

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

Note: You must bring SOE 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.

1. SESSION TIMETABLES

Monday to Friday

- **Morning Sessions** will start at **10:00 am** and doors will be closed at **9:30am**.

Reporting time to the venue: one hour prior to the scheduled time

2. EXAMINATION VENUE

Girls: Rowad International School, Riyadh

Boys: Rowad International School, Riyadh

COVID regulation : Mandatory Tawakkalna Immune Status

In compliance with the directions of Saudi Govt. and the Ministry of Education latest regulations, it is mandatory for all students to follow the below guidelines :-

- **“Tawakkalna”** App will be checked and status should be **“Immune”**
- Temperature will be checked.
- Candidates should wear mask inside the venue.

3. TIMETABLE CLASHES

Please check the notice board at the exams venue daily to know your arrangement for clashes. For any assistance on the exam day, please speak to the supervisor.

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 Oxford Int'l Examinations 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. You are expected to be present *one hour* before the scheduled start time of your examination. **The doors will be closed 30 minutes before start of your examination.**
- You **must not** take part in any **unfair practice** either when preparing Coursework, or when taking the examination.
- 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.
- Do not talk to or try to communicate with or disturb other candidates once the exam has started.
- You must not write inappropriate, obscene or offensive material.

5. INFORMATION

Make Sure You -

- Know the dates and times of your examinations. If you are late, your work might not be accepted.
- Arrive on time before the start of each examination as per the given instructions.
- 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
- 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: notes, potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, or similar device, a smartwatch or a wrist watch which has a data storage device, calculator cases or instruction leaflets, bags, pencil cases, personal TVs/stereos, pagers, , 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.**
- **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.**
- Take into the examination room the pens, pencils, rubbers and any instruments that you need for the examination (allowed) only.
- You are not allowed to borrow anything from another candidate during the examination.
- Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

Note: You must write clearly in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

7. CALCULATORS, DICTIONARIES AND SPELL-CHECKERS

- You may use a calculator, unless you are told that you may not do so.

- If you use a calculator
 - make sure it works properly
 - make sure the battery is working properly
 - clear anything stored in it
 - remove any parts such as cases, lids or covers which have printed instructions or formulas
 - do not bring into the examination room any operating instructions or prepared programs
- Do not use a dictionary or computer spell checker unless you are told otherwise

8. EXAMINATION INSTRUCTIONS

- Listen to the Invigilator and follow their instructions on 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. Make sure you fill these details in on any additional answer sheets that you use.
- Remember to write your answers within the designated sections of the answer booklet
- 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 exam 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 booklet and/or any supplementary answer sheets, place them in the correct order.
- Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use
- **You must not leave the examination room until the Invigilator tells you to do so.**
- Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam

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 might be disqualified from the subject being taken.

RESULTS: Provisional examination results will be available on **the below dates.**

- A-level - 18 August 2022
- GCSE - 25 August 2022

CERTIFICATES: Original Certificates hopefully will be available for collection **before end of Nov 2022.**

Please make sure you collect your certificates within 12 months of issue of original date.

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