



Dear Candidate,

**INSTRUCTIONS TO CAMBRIDGE IGCSE AS/A2 CANDIDATES FOR OCTOBER/NOVEMBER 2022 EXAMINATION**

This notice has been written to help you. Please read it carefully and do what you are asked. If there is anything you do not understand, especially which calculator you may use, ask your respective subject **teacher**.

**Note: You must bring these TWO DOCUMENTS (SOE & instructions) ALONG WITH ORIGINAL PASSPORT to ALL examinations. Candidates who do not have these will not be admitted to the Examination Hall. This should be placed on your desk for inspection during the examination.**

1. **VENUE:** Boys: Al-Rowad Boys section- Enter through gate 11  
Girls : Al-Rowad Girls section - Enter through gate 15

2. **EXAMINATION SESSION TIMINGS: -  
Monday to Friday**

CHECK YOUR STATEMENT OF ENTRY TO SEE IF THE TIME OF THE EXAM IS AM OR PM.

- Morning Sessions **(AM)** will start at **11:00 am**, and doors will be closed at **10:45 AM**
- Afternoon Sessions **(PM)** will start at **03:00 PM**, and doors will be closed at **11:45 AM**
- **ICT practicals will start at 10.30 am.**
- **Speaking exams will be on 21<sup>st</sup> October. The school will provide a specific time for each candidate next week.**

**Friday timings**

Morning sessions : Timings are revised **in the attached timetable**

Afternoon sessions : will start at 03:00 pm, and doors will be closed at 02:30 pm.

3. **TIMETABLE CLASHES**

Clashing two or more subjects at the same time is manageable. Please check the notice board daily or speak to the invigilator/supervisor for instructions.

4. **REGULATIONS**

Make Sure You Know the Rules

- You must follow all instructions given by Cambridge.
- You must check your hall and seat number before each examination.
- You must be on time for all examinations. You are expected to be present **ONE** hour before the scheduled starting time of your examination. **The doors will be closed 30 minutes before the start of your examination.**
- You may take into the examination room only the materials and equipment which are allowed. 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 unauthorized 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 school is not responsible for handbags and valuables left outside the Examination Hall. **Please make it a point not to bring such things 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, communicate with, seek assistance from or give help to, or disturb other candidates once the examination has started.
- Smoking is entirely and strictly prohibited in any part of the exam venue facility.

## 5. INFORMATION

### Make Sure You

- Know the dates and times of your examinations.
- Arrive at least ONE HOUR before the start of each examination.
- 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.**
- Do not leave the room until you are given permission to do so.
- If you miss an examination without acceptable reason (with evidence), you will not usually be given a grade in the subject.

## 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.
- 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 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 permitted explicitly by the syllabus.

## 7. CALCULATORS, DICTIONARIES, AND SPELL-CHECKERS

- You may use a calculator unless you are told that you may not do so.
- Please be informed that you cannot use Cg 50 calculators for the examinations. All the calculators should be put on examination mode
- If you use a calculator
  - make sure the battery and its function
  - clear anything stored and does 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 do what you are asked to do.
- Tell the Invigilator at once,
  - if you think you have not been given the correct question paper or all the materials listed on the front of the paper,
  - if the question paper is incomplete or poorly printed.
- Read carefully the instructions printed on the question paper and 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.

## 9. **ADVICE AND ASSISTANCE**

- If you feel that your work may be affected by ill health or any other reason on the day of the examination, tell the Invigilator.
- If you have a problem during the examination and are in doubt about what you should do, you feel ill or 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 lose sheets of the 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.

## 11. **What can I do to be academically honest?**

- Make sure you understand all instructions given to you. Ask your teacher if you are not sure.
- Learn how to correctly reference your work. Include references for all sources you have used, not just books but also internet sites, images etc.
- If you work within a group, make sure your contribution is your work, using your ideas.
- Acknowledge the work of others.
- Allow enough time to finish your work so you are not tempted to rush and leave out references.

## **WARNING**

- If you cheat, try to use any unfair practice, or break the rules, you may be disqualified from all your subjects.
- **Results:** Provisional examination results will be available online
- **Cambridge International AS & A Level** Mid-January 2023
- **Cambridge IGCSE and Cambridge O Level** Mid-January 2023
- **Certificates:** Expected to receive from Cambridge end of March 2023
  
- **Please ensure you collect your certificates within 12 months of the issue of the original date.** After this period, the certificate will be returned to Cambridge.
  
- On behalf of Al-Rowad international school, we wish you every success in your forthcoming examinations.