

The British Council Pakistan wishes you the best of luck with your upcoming examination and we would like to remind you of some guidelines to help you have a smooth exam day.

**Exam venues**

- **Paradise Complex: Address: Plot No. 6, Near PSO Pump, Express Highway, Islamabad 051-2614931**

**Venue schedule**

Refer to your Statement of Entry (SOE) and follow the exam start and end time mentioned below.

**Exams start and end time**

Session	Reporting Time at Venue	Exams Start Time
<b>AM</b>	08:00	09:00
<b>PM</b>	13:00	14:00

**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.
- Visit the venue before your exam to familiarize yourself with the location, local traffic and pick up /drop off points to avoid stress on the day.

**Exam day**

- Present valid ID (only original CNIC or Smart card or passport) and SOE
- Report on time at the correct hall
- If you are late, you will miss instructions and will not receive any extra time

**What to bring on Exam Day**

Allowed	Not Allowed
<ul style="list-style-type: none"> <li>● <b>Approved stationery</b> (blue/black pen, pencil, eraser without wrapper, transparent slide ruler, mathematical instruments) in a <b>transparent</b> bag.</li> <li>● Non-programmable <b>calculator</b> without case or instructions.</li> <li>● <b>Transparent water bottle.</b></li> </ul>	<p><b>Do not bring any personal belongings or valuables.</b> There is <b>no storage facility</b>, and the British Council is not responsible for any loss/damage.</p> <ul style="list-style-type: none"> <li>● <b>No digital devices</b> (phones, computers, tablets, fitness bands)</li> <li>● <b>No watches</b> (analogue or digital wristwatches, smart watches)</li> <li>● <b>No personal belongings</b> (wallets, bags, books, pencil cases, sunglasses, caps, calculator cases or instructions).</li> </ul>

**Access Arrangement**

- Only approved access arrangements are provided.
- If you have applied for special access arrangement, bring your outcome letter to show venue staff.

**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 so parents must follow a pick-up and drop-off policy

**Safeguarding**

- Candidates aged 16 or under can only leave the exam venue when collected by their guardian or parent.
- Candidates aged 17+ can leave the exam venue unaccompanied if their parents / guardians opt-out of the safe collection procedure.

The British Council is committed to protecting children from abuse, exploitation, and organizational 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 or send an e-mail to [CP@britishcouncil.org.pk](mailto:CP@britishcouncil.org.pk)

**UK board regulations and malpractice**

- Respectfully follow instructions from British Council staff at all times
- All instances of malpractice will be reported and investigated by British Council and the UK Examination Board, and the school and candidate will be informed of the decision
- Attempted cheating before, during or after the exam will be immediately reported
- Attempted impersonation will result in cancellation of candidate results and possible barring from future exams with any UK Examination Board. Both the imposter and candidate could be reported to the police
- Question papers and answer booklets must not be removed from the exam hall. This is malpractice
- Do not disturb other candidates inside or outside the exam hall either before or after the exam
- Waiting areas are under exams conditions and supervisor instructions must be followed
- Stay in the exam room under official supervision until the Key Time

**DISCLAIMER**

The British Council and the Examining Boards take all responsible steps to provide continuity of services. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control or any loss or damage or injury or death is caused to any candidate at the examination venue during examination due to any act of terrorism or otherwise. If examinations or their results are disrupted, cancelled, or delayed, 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.