

**Child Protection & collection of children from Examination venue process**

We believe that child protection requires everyone to take responsibility and that every child matters. We recognise that the care, protection and welfare of children is paramount and that all children have the right to be protected from all types of harm.

A child is defined in the British Council as anyone who has not reached their 18th birthday (UNCRC 1989) irrespective of the age of majority in the country where the child is, or in their home country.

Parents/legal guardians of candidates are responsible for dropping their children to the exam venue at the reporting time and collecting them at the end of the exam **latest within 45 minutes** of the end time of the examination of your child.

We appreciate your support to ensure the safety of all children at our examination venues. We will allow your child to leave the examination venue alone only if you have given your consent to do so at the time of registration on our Schools Registration system. However if you have not do so, we will retain the child at the exam venue until you or or the person authorised by you comes to the venue to pick up the child, providing proof of ID to the venue supervisor.

Please note that only examination candidates will be allowed inside the exam premises. Parents, guardians, friends or drivers are not permitted to enter into the exam premises.  Kindly make arrangements to be dropped and picked up outside the exam premises at the appropriate times.

**Important Notice & exam day information**

Candidates need to bring the following original documents on ALL examination days:

* Original Statement of Entry.
* Original Civil Identity Card or Passport (Your Civil Identity Card or Passport must be **valid** at the time of the exam and should have a photo).
* Good quality HB pencil, soft eraser, a ruler calibrated in millimeters, calculator, geometry box and black pen(s).
* Please note that only transparent pencil cases are allowed inside the examination hall.
* No book or writing material is permitted into the examination room unless otherwise instructed.
* No mobile phones, digital diary, programmable calculators and/or any electronic gadgets are allowed in the examination hall.
* Kindly do **not** bring any valuables to the venue as the British Council will not be responsible for loss or damage to the same.

**IMPORTANT NOTICE**

* You must check your “Statement of Entry” on receipt of the same and notify the British Council immediately for any error/omissions.
* You are reminded to read the Notice to Candidates (on the reverse of the Statement of Entry) carefully and observe all regulations governing the examinations unless otherwise instructed.
* Smoking is prohibited inside and around the exam premises. Please note that any misbehavior inside the premises will lead to disqualification from of the exam and the candidate may not be allowed to sit for other exams.

**Usage of calculators**

Candidates may use calculators in exams unless the relevant syllabus and the front of the question paper state that calculators are prohibited. If the syllabus or the front of the question paper do not state that calculators are prohibited or do not mention calculators, candidates can use a calculator if they want to.  For exams where calculators are allowed,  please note that

* (a) The calculator must be of a suitable size for use during an exam.
* (b) The power supply for the calculator is the responsibility of the candidate and must be integral to the calculator. The candidate can bring a spare set of batteries into the exam in transparent packaging.
* (c) The working condition of the calculator is the responsibility of the candidate.
* (d) The calculator must be silent, with a visual display only.
* (e) We will not consider a calculator fault as justifying special consideration for the candidate.
* (f) Candidates must not have calculator cases (unless they cannot be removed), instruction leaflets or any instructions or formulae printed on the lid or cover of a calculator, or similar. Any cover or case that the candidate cannot remove must be securely covered.
* (g) Candidates must not borrow calculators from other candidates during the exam for any reason, although the invigilator can provide a candidate with a replacement calculator if the Centre has one available.
* (h) Candidates must clear any information and/or programs stored in the calculator’s memory before and after the exam; retrieval of prepared information and/or programs during the exam, or removal of question paper content from the exam room, is malpractice.
* (i) Candidates can use programmable calculators.  However, calculators with any of the following facilities are not allowed, unless stated otherwise in the syllabus:

• graphic display

• data banks

• dictionaries

• language translators

• retrieval or manipulation of text or formulae

• QWERTY keyboards

• built-in symbolic algebraic manipulations (output must be numeric not algebraic)

• symbolic differentiation or integration (output must be numeric not algebraic)

• capability of any remote communication.

We regard the use of any such calculator as malpractice. We do not recommend any particular brand of calculator.

**Malpractice**

The following are few examples of malpractice by candidates. The list is not exhaustive and we may consider other instances of malpractice at our discretion:

• misusing exam material

• behaving in such a way as to undermine the integrity of the exam

• disruptive behaviour in the exam room (including using offensive language)

• bringing unauthorised materials into the exam room (for example, notes, study guides and personal organisers, their own blank paper, calculators (when prohibited), dictionaries (when prohibited), mobile phones or other electronic devices)

• bringing into the exam room notes in the wrong format (when notes are permitted), or incorrectly annotated texts (in open book exams)

• obtaining, receiving, exchanging or passing on information which could be exam related (or attempting to) by any means before the end of the exam

• impersonation: pretending to be someone else, or arranging for another person to take their place in an exam

• including inappropriate, offensive or obscene material in scripts or coursework

• copying from another candidate (including the misuse of ICT to do so)

• collusion

• plagiarism: failing to acknowledge sources properly and/or submitting another person’s work as if it were their own

• theft of another’s work

• the deliberate destruction of another’s work

• failing to follow an invigilator’s instructions

• failing to follow the conditions of supervision designed to maintain the security of the exams

• any attempt to remove or reveal the content of the exam outside the exam before the Key Time has passed or the exam has ended, whichever is later

• seeking or posting confidential material on the internet, including social media, during the relevant series.

The Notice to Candidates given to you along with your Statement of Entry also warns candidates stating “You must not become involved in any unfair or dishonest practice before, during or after the examination”.