

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 venue: Aitchison - Senior School, Upper Mall, Lahore - Telephone 042 3636 3063-6 Ext 201

Venue schedule: Refer to your Statement of Entry (SOE) to follow the exam dates.

Candidates' reporting and exam start time:

Session	Reporting Time	Starting Time
AM	08:00 AM	09:00 AM
PM	01:00 PM	02:00 PM

To avoid inconvenience, please be seated in the exam hall at least 15 minutes before the exam start time. Entry will not be allowed once announcements begin.

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 point 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 venue/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
 Approved stationery (blue/black pen, pencil, eraser without wrapper, transparent slide ruler, mathematical instruments) in a transparent bag.	 Do not bring any personal belongings or valuables. (Wallets, bags, books, pencil cases, sunglasses, caps, calculator cases or instructions).
 Non-programmable calculator without case or instructions.	 There is no storage facility, and the British Council is not responsible for any loss/damage.
 Transparent water bottle.	 No digital devices (phones, computers, tablets, fitness bands).
	 No watches (analogue or digital wristwatches, smart watches).

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.

Please turn over the page.

Access Arrangement:

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

Safeguarding

- Candidates aged 14 or under can only leave the exam venue when collected by their guardian or parent.
- Candidates aged 15 -18 can leave the exam venue unaccompanied if their parents / guardians opt-out of the safe collection procedures.

The British Council is committed to protecting children and adults from abuse; this includes online abuse. All British Council staff, partners, suppliers, and contractors are required to follow the Safeguarding Policy and Code of Conduct. If there are any concerns about the safety and wellbeing of a candidate at the exam please contact the Safeguarding Focal Person at the venue or share it with us in confidence through [SafeCall](#) or use the [External Reporting Link](#).

[SafeCall](https://www.safecall.co.uk/clients/british-council/): <https://www.safecall.co.uk/clients/british-council/>

[External Reporting Link](https://clueappcf.britishcouncil.org/%23/childprotectionexternal): <https://clueappcf.britishcouncil.org/%23/childprotectionexternal>

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