

British Council Partner Schools

Instructions to Candidates

January 2024

Examination Session

Pearson Edexcel International Qualifications

Manara Language School

(Open Venue)



PLEASE READ THE FOLLOWING INSTRUCTIONS VERY CAREFULLY:

Dear Candidate,

British Council Egypt wishes you all 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.

- **PLEASE REMEMBER TO BRING WITH YOU**

You must be in possession of the following documents at all your examinations, which you should have received from your school:

- **Original Statement of Entry with the candidate's picture stamped by the school and laminated.**
- **Transparent pencil case.**
- **Your writing materials, geometrical instruments, and simple calculators.**
- **A small bottle of mineral water.**

They should be placed on your desk for inspection during all examinations, Please make sure that you are fully aware of the examination venue (place) and start time.

Exams start times:

You are expected to be present 60 minutes before the scheduled start time.

A) Pearson Edexcel IAL :

Morning Session 9:00 AM

Afternoon Session 12:00 PM

1) Exam Venue

The examination will be held at the below venue:

Venue name: Manara Language School for Girls Nasr City

Address: 21 Dr.Hassan Ibrahim Street, Of Makram Ebid, Nasr City Cairo Egypt.

Phone Number: 01146338336- 01027782160- 01005110328

Manara Language School for Girls Nasr City will be hosting candidates from the below schools

Hosting Venue	Schools inside the venue
Manara Language School	Manara Language School
	Own Heliopolis Language School
	Roots international school
	St Fatima International School -AlHegaz
	Rajac language school
	Manaret El-Eman International School
	New Ramses College
	Sahara International School
	Ramses College for Girls
	Sharm International British School
	El Gouna International School
	El Nasr School
	Futures British School (TALAE EL MOSTAQBAL BRITISH SCHOOL)
	Dr.Nermine Ismail Schools
Al Rowad Language School	

1.2 Seat numbers

Your seat number changes for every examination. Before each examination, you must check your hall and seat number on the venue noticeboard.

1.3 Clashes

Candidates with clashes on their timetable should check daily the noticeboard for further instructions on clashes for each specific examination. All instructions will be clearly displayed on the Examinations Noticeboard.

2. General Covid-19 candidate instructions

- 2.1 Arrival time should be 1 hour prior to your exam; however, on exam days with high registrations, candidates' arrival should be 1 hour and 15 minutes.
- 2.2 Candidates are recommended to wear face masks inside the venue (optional);
- 2.3 Candidates must maintain a 1.5 m social distance while queuing for entry to the venue. Display of floor markings to guide candidates will be available.
- 2.4 Candidates are to proceed to the temperature checking area – one at a time at the point of entry. Temperature is to be checked as per local country regulations and the British Council.
- 2.5 If a test taker arrives at a British Council venue with a temperature in excess of 37.5 degrees Celsius, the following must be followed:
- The test taker will be denied entry to the premises and will be advised to return home and self-isolate or seek medical help.
 - Log the details of the test taker to follow up on required action points in relation to his/her exam.
 - Inform the exam supervisor to report the test taker's absence
- 2.6 Candidates are to proceed to the waiting area – maintaining a social distancing of 1.5 m from one candidate to another.
- 2.7 Candidates must make sure they take all their belongings with them when they leave the exam room. Anything left behind after the exam (such as a pencil case), these items may be destroyed for hygiene reasons.

3. EXAM DAY INSTRUCTIONS

- 3.1 Security regulations state that “No candidate will be allowed to leave before the end of the examination session”.
- 3.2 Candidates are not allowed to take from the examination room any used examination papers.
- 3.3 No mobile phones are allowed into the examination hall or at laboratories during practical examinations. Candidates may be disqualified from the examination session if they do not abide by board rules and regulations.
- 3.4 Candidates are not to bring any personal valuables on the test day, The British Council is not responsible for handbags or valuables left unattended.
- 3.5 Candidates are to bring their own stationery to all exams.
- 3.6 Parents are not allowed on the premises during the examinations.
- 3.7 You are not allowed to come to the examination venue except with your full school uniform (any type of hat or caps is not permitted)
- 3.8 Students arriving at the venue out of their school uniform will not be permitted to sit for their examinations under any circumstances.

3.9 All Schools must send candidates accompanied by the supervisors.

4.0 Please note that your Individual Statement of Entry (final) and your timetable are the documents you should follow regarding examination dates and timings.

DISCLAIMER

The British Council and the examining boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled, or delayed, every effort will be made to resume normal service as soon as possible.

The candidate will be under the examination board's regulations, once s/he arrives at the examination venue, in terms of late arrival, malpractice, etc.

The British Council's liability will be limited to the refund of the registration fee or retesting later.