



INTERNATIONAL ENGLISH
SCHOOL OF ABIDJAN



Rue J71 - Il Plateaux Vallon, Cocody
08 BP 1828 Abidjan 08 - Côte d'Ivoire

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www.iesaciv.com
RCCM N°CI-ABJ-2009-B-4295
IDU N°CI-2009-0000017 R
CC N°0912861 X / CNPS N°220463



IGCSE & A LEVEL EXAMS GUIDELINES FOR CANDIDATES

Please read carefully the following guidelines:

INDIVIDUAL STATEMENT OF ENTRY AND IDENTIFICATION CARD

- Upon the receipt of your Statement of Entry, please check the spelling of your name, date of birth and the subject(s) you have registered for. In case of any mistake/timetable clash, please report the amendments required to the Exams Officer.
- Unique Candidate Identifier number (UCI): You will find this number at the bottom of your Statement of Entry. Each candidate taking a Cambridge qualification must have a UCI number. The UCI number may not change even if a candidate changes centres. The candidate should use the same UCI number for all examinations' sessions with Cambridge. The purpose of the UCI number is to identify the candidate as an individual so the candidate's examinations can be tracked and recorded.
- You will not be admitted to the examination hall if you do not have your Statement of Entry and identification card. If you do not have a passport you should bring an official ID with your picture such as a school ID.

Candidate should fully understand the importance of having one UCI number. In case candidate had more than one UCI number he should immediately report to the Exams Centre. Having more than one UCI number for the same candidate will put him at a disadvantage of having scattered marks and not being qualified for proper cash-in or no cash-in at all. It is the candidate's responsibility to ensure that the UCI number is inserted in all applications.

TIMETABLES AND REPORTING TO THE EXAMINATION HALL

- Please check your **timetable every day** before going to bed and leaving your home, as exams are held at different dates and times. You will not be compensated for a lost day or time if you happen to miss a day or arrive at the wrong time. If you are late for an exam, you might not be admitted. Therefore, make sure to be present at the venue at least **one hour** before the exam begins.
- All candidates entered for examinations in a session must be under Full Centre Supervision at the Key Times. There is one Key Time for the morning session and a second Key Time for the afternoon session:

Morning session (AM) Key Time

GMT/UTC 08:00

Afternoon session (PM) Key Time

GMT/UTC 12:00

- All candidates must enter the Centre as soon as the Supervisor announces admittance of the students in order to allow the Supervisor to complete the administrative procedures prior to the set exam time.
- If you are late for the key time, you will be reported for late arrival as you will be breaching the supervision period set by the Board (Cambridge). Accordingly, please make sure to be at the Centre for these exams at least half an hour prior the key times.



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BEFORE GETTING INTO THE EXAM HALL

- You should wear your school uniform to the examination session. Please wear rubber-soled shoes so as not to disturb other candidates when you leave the hall.
- No student will be allowed to bring his/her mobile phones to the examination hall.
- You must bring your stationary (pencil, pen, eraser etc....) in a transparent plastic bag. Make sure you have what you need, as you are not allowed to borrow from other students. Please note that you are **not allowed** to take non-transparent pencil cases, calculator cases, bags, wallets and mobile phones into the examination hall. The Exams Centre will NOT offer extra stationery and calculators to candidates. Please make sure to have your own with you.
- Calculators are allowed to be used in certain papers/exams only. Therefore, please refer to the syllabus or your teacher. Also please ensure reading the "Use of calculators" document for reference on specifications of calculators.
- Students should ensure that they are not carrying on their person any material, other than that allowed by the course instructor for the particular examination, before they take their seats in the exam hall. Any such material found on their person during the examination would be construed as a deliberate attempt to use unfair means and would be dealt with accordingly.

REGULATIONS DURING THE EXAMINATION

- An examination is deemed to be in progress from the time the students enter the hall/room, until all the scripts have been collected. If you have any query raise your hand and the invigilator will attend to you immediately.
- In the examination hall your name and number will be written on a card on top of a desk. When you enter the hall find your place and be seated quietly.
- 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 right question paper or if the question paper is incomplete or if you did not hear the instructions properly.
- You must not ask for, and will not be given, any explanation of the questions.
- If you feel ill, or you have a problem or need more paper, raise your hand.
- Exchange (borrowing or lending) of any material during the examination is not allowed.
- All your answers should be written in blue or black ink (ballpoint) unless indicated otherwise in the question paper. Correcting fluid/correcting pens should not be used. For Multiple choice questions you should have HB pencils and erasers.
- Do any rough work on the proper examination stationary. Cross it through and hand it in with your answers. In the case of multiple choice papers any rough work should be done in the question booklets.
- If you have used more than one answer booklet and/or any loose sheets of paper, you must place them in the correct order. Fasten them together before handing them to the invigilator. Ask the invigilator to provide you with a string to fasten the paper together. **Do not staple the papers.**



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- You must not take from the examination room any examination stationary, used or unused, rough work or any other material provided for the examination.
- No student will resort to any unfair means of any nature while taking their examinations. If any student were found to be involved in using unfair means during an examination, the said student would be immediately expelled from the exam hall for that examination, and the matter would be reported to the Exams Officer.
- Students are not allowed to talk during the examination and it will be considered an attempt to cheat and you might be disqualified from the exam.

In case a student is found to be copying from his/her fellow student, then both the parties, the one providing the assistance and the one seeking the same, would be punished for the same.

- You are not allowed to leave the examination hall before the official end time.
- In case a student has to leave his/her seat for whatever reason, he/she has to seek the permission of the concerned invigilator(s) of that exam hall before doing so. For visiting the rest room, he/she has to seek the permission of the concerned invigilator of that examination hall before doing so.
- While leaving the examination hall the students should not hang around to discuss the paper. As there may be other examinations still in progress, quietly leave the building to ensure that you do not disturb them.
- All candidates sitting for Mathematics should strictly follow the new instructions on the use of calculators
- If you cheat, use unfair practice, break the rules or cause any disturbances in the hall you may be disqualified from all your subjects.

Mr. Adeyemi Duduyemi
HIGH SCHOOL DIRECTOR
EXAMS OFFICER



CANDIDATE SIGNATURE	PARENT/GUARDIAN SIGNATURE
Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
Title & Name: _____	Title & Name: _____



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