

Theory Examination, KARACHI
Venue: St. Michael's Convent School:

Plot # ST-5, Kehkashan Block – 7, Boat Basin· Zone B Block 7 Clifton, Karachi

Reporting Time	Starting Time
Morning papers: 8:00 AM	Morning papers: 9:00 AM
Afternoon papers: 1:00 PM	Afternoon papers: 2:00 PM

Directions:
St Michaels Convent School


24.829321785811143, 67.02649628148697

Identification

- Candidates **are requested to bring** their valid original **ID document i.e. CNIC/Smart card (only)**. For **Foreign national candidates, a passport** along with the original **statement of entry** is accepted. British Council reserves the right to refuse entry to the exam hall in the event of the correct ID not being provided.
- Candidates should always carefully check the details on a **statement of entry** and report any errors to the British Council at the earliest. This especially relates to ensuring the names are exactly as per registration. These names will appear on the results certificate, so it is crucial to ensure the information is correct.
- Candidates should always check the reporting times and venues before leaving to ensure reporting at the right venue at right time.
- Both the British Council and UK examining boards take instances of attempted impersonation extremely seriously. Where an impostor attempts to sit the examination on behalf of the actual candidate both the impostor and the candidate at the very least may be reported to the police. The actual candidates' session results will be cancelled by the examining board with the possibility that they may also be barred from appearing in future examinations with any UK Examination Board.

Arrival & Late Arrival

- We strongly recommend that all candidates visit the venue ahead of the examination session to get familiarised with the location, traffic, and parking facilities to avoid any inconvenience on the day of the exam.
- Parents, teachers, and siblings are **NOT** allowed inside the examination venue.
- Parents are not allowed to stay at the examination venues including any assembly areas. Parents are requested to follow a pick-up and drop-off policy since there aren't any designated parking facilities in place. Motorists should simply follow the arrow signs for 'drop-off/pick-up'. British Council itself does not provide any parking facilities to schools, candidates, and parents at the exam venues.

- The morning exams will start at 9 am and the afternoon exams will start at 2 pm. All the candidates are requested to report to the designated hall at the assigned time. Arriving late or staying outside the exam hall can lead to delay in the start of an exam for all candidates and potentially miss out on important announcements by the supervisor.
- Following the reporting time is very important for the successful delivery of the exam session. In the MJ 21 session, British Council will be following Health & Safety SOPs, which can take time and can result in some delays.
- Candidates will not be allowed to enter the exam room while instructions are being read and question papers are being distributed. Late entrants will only be allowed an entry once the exam has started and will not receive any extra time.
- Be informed that the examination supervisor may take immediate action against any individual, found to be disturbing the candidates inside or outside the examination hall either before or after the exam.

Malpractice:

Any of the following actions of candidates are considered as an instance of malpractice which will be investigated by the British Council and Cambridge International. Based on the evidence, a decision will be made and informed to the school and candidates.

- Candidates found to be cheating, using any unfair practice, sharing question paper information before, during, or after the examinations at any forum
- Misbehaving with the British Council staff, breaking the rules will be reported to Cambridge.
- Any candidate found attempting to take a question paper after the exam.

Candidates in the waiting area are under exams conditions and should follow the supervisor's instructions.

Items Allowed/ Not Allowed in the exam hall**Allowed items:**

British Council will not provide any stationery on the exam day to the candidates. Candidates are requested to please bring their items in a transparent bag.

Pens (blue or black ink only), pencils, erasers (without wrappers), slide rulers, mathematical instruments (only), non-graphical/non-programmable calculators (if required by the examinations) should be carried in **transparent cases only**.

Disallowed items

Mobile phones, pagers, calculator cases/instruction leaflets, bags, books, pencil cases, sunglasses, caps, personal stereos, computers of any kind, smartwatches, fitness bands, wristwatches with data storage device, analogue or digital wristwatches, programmable watches, palm-top computers or any other kind of equipment are strictly prohibited inside the examination hall/room. Wallet(s) are strictly not allowed to be taken at the exam venue.

Disallowed items within the examination hall (if found, will be confiscated and returned one week after the end of the exam session)

Security concerns and capacity constraints mean that we can no longer allow any school bags and electronic devices. We have an area reserved for open books only.

All valuables are the sole responsibility of the candidate. Candidates are advised not to bring any valuables with them to the examination venue. The British Council will not be responsible for any loss/damage of valuables or any other items at the examination venue.

Health and Safety Protocols:

- Bring your face mask, sanitizer, and a transparent water bottle along on exam day. Please note that wearing a mask is a **mandatory requirement** to enter the exam hall.
- Hand sanitizers will be available at the exam venue, but candidates can bring their own hand sanitizers if they wish to.
- Keep your face masks on while at the exam venue and attempting your exam.
- Maintain two meters distance from the other candidates while standing in a queue or entering or leaving the exam hall. Do not gather outside the venue before or after the exam.
- Cooperate with our staff, as there will be temperature checks before entering the exam hall and it might add a little waiting time.
- Temperatures will be checked before you enter the exam venue. Candidates having higher than normal temperatures will not be allowed inside the exam venue.

- If you are suffering from flu, fever, or cough, please inform us in advance at info@britishcouncil.org and share your details, exam dates, and symptoms. Please stay home if you feel unwell as we will be returning the candidates who appear to have such symptoms on the exam day.
- Candidate who have had contact with a COVID-19 patient are advised to stay home
- Candidates who have travelled to locations restricted by the local authorities are advised to stay home
- Our trained venue staff will be wearing masks and protecting shields while managing the candidates.
- Exam venues will be sanitised before each exam to ensure the health and safety of our candidates and staff.

Safeguarding:

- Candidates up to the age of 16, once enter the area managed by British Council will not be allowed to exit unsupervised until the end of the exam. If a candidate requires to exit the exam venue before entering the exam hall, he/she will be escorted by a British Council representative until they re-enter the exam venue or are handed over to their guardian or parent.
- Candidates up to the age of 18, once enter the exam hall will not be allowed to leave unless their parents and guardians opt-out of the safe collection. Candidates must have an active contact number of their parents or guardian on record

Guidance for parents:

- Parents are requested to avoid gathering in crowds and follow social distancing before and after the exam outside the exam venue.
- Candidates might take time to come out after the exam. Therefore, parents are requested to please be patient.
- Parents are requested to cooperate with the Venue Staff at all instances.

Child Protection

The British Council has a zero-tolerance risk approach to safeguarding and is committed to protecting children from abuse, exploitation, and organisational negligence. All British Council staff, partners, suppliers & contractors are required to follow the Child Protection Policy and Code of Conduct. If there are any concerns about the safety and wellbeing of a child/ren who are engaged with the British Council, you can share your concern with the Child Protection Focal Person at the venue or send an e-mail at CP@britishcouncil.org.pk with cc to samina.sardar@britishcouncil.org.pk and shakeela.ejaz@britishcouncil.org.pk within 24 hours of the incident.

(Child is defined as a person who has not reached their 18th birthday.)

Access Arrangement:

- If any candidate has applied for the access arrangement, they should bring the **outcome letter** to the exam venue and show it to the venue staff.
- Only the approved access arrangements will be provided at the venue.

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 the 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.