

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:** ALI INSTITUTE OF EDUCATION Ferozepur Road, Near Gulab Devi Hospital, Lahore T: 042 3588 2913

**Venue schedule:** Refer to your Statement of Entry (SOE) and follow the venue schedule at the end of this letter.

### Subjects moving to new timings:

International GCSEs from May/June 2025 (both linear and modular versions) in Accounting, Business, Chinese, Commerce, Economics, English Language A and B, English Literature, English Second Language, French, Geography, German, History, Human Biology, ICT, Mathematics A and B, Further Pure Mathematics, Biology, Chemistry, Physics, Science Double Award, and Spanish.

### Candidates reporting and exam start time as per new timings:

Session	Reporting Time at Venue	Exams Start Time
AM session	09:00	10:00
PM session	12:00	13:00

### Subjects not moving to new timings:

Some subjects are not offered as time zone papers.

These are: Arabic; Art & Design; Bangla; Bangladesh Studies; Computer Science; Greek; Global Citizenship; Islamic Studies; Pakistan Studies; Religious Studies; Science (Single Award); Sinhala; Swahili; Tamil.

### Candidates reporting and exam start time:

Session	Reporting Time at Venue	Exams Start Time
PM session	12:00	13:00
Evening session	16:30	17:30

### 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 familiarise 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 <b>any personal belongings or valuables</b> . (Wallets, bags, books, sunglasses, caps, calculator cases or instructions).
 Non-programmable calculator without case or instructions.	 There is <b>no storage facility</b> , and the British Council is not responsible for any loss/damage.
 Transparent water bottle.	 <b>No digital devices</b> (phones, computers, tablets, fitness bands).
	 <b>No watches</b> (analogue or digital wristwatches, smart watches).
	 <b>Weapons of any kind</b> (this includes, but is not limited to, firearms, knives, and any other items that could be considered dangerous)

### 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

### Discipline:

Respecting exam staff and other candidates is essential. Any form of disrespect, harassment, or disruptive behavior will not be tolerated and may result in your immediate disqualification from the exam. Please maintain a courteous and professional attitude to ensure a fair and smooth examination process for everyone involved.

### 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>

- 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

**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 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.