



Wednesday, March 28, 2018

## EXAMS INFORMATION: CIE SUMMER 2018 SESSION

Dear Parents,

We would like to inform you that the Cambridge IGCSE and A Level examinations Summer 2018 will run **May 02- June 12, 2018**. The morning session starts at 9.00am and the afternoon session starts at 1.00pm. However, the start time for each exam may differ from day to day, as we are trying to minimise the impact of the isolation time and to accommodate two exams in the same am or pm session, as scheduled by the exam board. **Candidates must be in the Examination Room 15 minutes before the starting time of the exams.** There are some exemptions when the start times have been modified to enable students to sit more than one exam in the same session in which case the end times overrun 4.00 p.m. to accommodate this situation.

Also for security purposes, **candidates are required to be either in the Examination Room or under Full Centre Supervision at the Key Times** which are **12.00** for the **morning** and **16.00** for the **afternoon sessions**. The exam details for each candidate are shown in their Statement of Entry.

Please read the Supervision Centre Regulations and Notice to Candidates attached below.

### Full Centre Supervision (from Cambridge International Examination)

Your exam board, Cambridge International Examinations, has candidates in over 160 countries. It is really important that question papers are kept secure so that the exam is fair and that all candidates get the marks they deserve.

To help keep the question papers secure the exam board asks your Centre to supervise you at particular times around your exam. We call this 'Full Centre Supervision'.

You must follow the rules for Full Centre Supervision. If you do not, you may not be allowed to take the exam, your paper may not be marked or your results may be cancelled.

### Full Centre Supervision rules

- Full Centre Supervision sessions can take place before or after your exams. You must attend all sessions and arrive in good time.
- Your Centre will tell you the dates, times and venues of your Full Centre Supervision sessions
- If you arrive late, report directly to the person in charge of the session
- You are not allowed to have mobile phones or use any communication device, including the internet, during Full Centre Supervision.
- You can have books and revision notes with you during Full Centre Supervision, but you must not take them into the exam)
- You can talk to each other during Full Centre Supervision, but you must not during the exam.
- Do not leave the room until you are given permission to do so.
- If you need to leave the room you must be supervised by a member of staff.
- If you feel unwell during Full Centre Supervision tell the person in charge of the session.



## Notice to Candidates (From Cambridge International Examination)

### Know the rules before you take your examinations

1. You **must** be on time for all your examinations and any required periods of supervision.
2. You **must** bring the equipment you need to the examination e.g. pens, pencils and rulers.
3. You **may** use a calculator unless you are told not to do so, but you **must not use the calculator function of another device**.
4. You **must not** become involved in any unfair or dishonest practice before, during or after the examination.
5. You **must not**:
  - Sit an examination in the name of another candidate.
  - Have unauthorised material, including electronic devices and **mobile phones** in the examination.
  - Have any equipment in the examination which might give you an unfair advantage.
6. Having unauthorised material in the examination is breaking the rules, even if you do not intend to use it. If you have any unauthorised material you may be penalised or disqualified.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
8. You **must** follow the instructions of the invigilator.
9. If you are in any doubt speak to the invigilator.
10. You **must** leave the question paper, your answer book or answer paper, rough work and any other (used or unused) materials in the examination room.

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Please make sure that your child knows exactly when they have an exam in May/June 2018 session, as it is very important for them to be in the exam room in time. The exam timetable has been given to all students on their own statements of entry, but has also been posted on the school website under the CIE exams link. In addition, you will also find the CIE May/June 2018 Exams schedule for The International British School of Bucharest attached to this letter.

Kind regards,

Ciprian Tiplea  
Deputy Head of School