

We wish 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:**

**EMBASSY LODGE, PARK ROAD, NEAR GERRY'S, CHATTA BAKHTAWAR, ISLAMABAD. 03028508850**

**Exams start and end time**

Session	Reporting Time at Venue	Exams Start Time
AM	07:45	09:00
PM	12:45	14:00

**Before exam day:**

- Check all details on the Statement of Entry (SOE) and report errors to us immediately.
- Double check your name as this will appear on your certificate.
- Check your exam reporting time carefully.
- Visit the venue before your exam to familiarise yourself with the location, local traffic and pick up /drop off points to avoid stress on the exam day.

**Exam day:**

- Present valid ID (only original CNIC or Smart card or passport) and SOE.
- Report on time at the correct hall.
- If you are late, you will miss instructions and will not receive any extra time.

**What to bring on Exam Day:**

Allo	Not Allowed
<ul style="list-style-type: none"> <li>• <b>Approved stationery</b> (blue/black pen, pencil, eraser without wrapper, transparent slide ruler, mathematical instruments) in a <b>transparent</b> bag.</li> <li>• Non-programmable <b>calculator</b> without case or instructions.</li> <li>• <b>Transparent water bottle.</b></li> </ul>	<p><b>Do not bring any personal belongings or valuables.</b> There is <b>no storage facility</b>, and we are not responsible for any loss/damage.</p> <ul style="list-style-type: none"> <li>• <b>No digital devices</b> (phones, computers, tablets, fitness bands)</li> <li>• <b>No watches</b> (analogue or digital wristwatches, smart watches)</li> <li>• <b>No personal belongings</b> (wallets, bags, books, pencil cases, sunglasses, caps, calculator cases or instructions).</li> </ul>

**Access Arrangement**

- Only approved access arrangements are provided.
- If you have applied for special access arrangement, bring your outcome letter to show venue staff.

**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

**UK board regulations and malpractice**

- Respectfully follow instructions at all times
- All instances of malpractice will be reported and investigated by 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

**Best of Luck!**

**Regards,**

**Administration**

**Super Nova School (PK193)Islamabad.**