



18 November 2021

Dear Exam Candidates and Parents

Cambridge Exam information

There is a lot of information in this document. Both parents and exam candidates should take time to read it carefully and consult it, as necessary, throughout the exam session.

Essential points to be aware of before the exams:

Exam venues: St John's Hall, St John's Road, Wynberg: all written exams. Please click [here](#) for directions.

ISCT, 4 Edinburgh Close, Wynberg: AS level Science practicals and Additional Languages Speaking exams

1. Exam start times: Morning exams begin at 9:15

Afternoon exams (pm) start at 13:00

Students should be here at least 20 minutes before the start of an exam and line up at the socially distanced cones. The detailed timetable for the week ahead (with all candidate and time details) will be on display. Students can consult this prior to an exam. Parents should not come up to the exam hall.

Students with special access arrangements, such as additional exam time, start at the same time as other candidates but finish later.

Where there are exceptions to these start times, Ms Langtry will email affected candidates and parents directly giving plenty of notice. So please check emails regularly throughout the exam period.

2. On Arrival:

If cellphones and any other mobile or electronic devices are brought to the exam (including Smart watches) , these must be switched off and handed in for safekeeping. Put a small **name label** on the device for easy identification when collecting the phone after the exam.

On arrival each day, **external candidates** must collect their photo identity name tag, which must be worn, with the name and picture visible, both before and throughout the exam.

3. On completion:

Students remove and place their name tag on their desk before leaving the exam room. Cellphone/bag to be collected and then they may leave the venue.

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In compliance with Cambridge's key time supervision exam security measures, no student will be released before **11am (am session) or 3pm (pm session)**, no matter the length of his or her exam. There can be **no exceptions** made to this so please *do not* come to collect candidates before this. As the car park is also used by parents collecting students from a nearby school, it may be congested at 3pm so you may wish to come a little later to minimise traffic issues. In some cases, students have 2 or more consecutive exams in one session and so may finish much later. Candidates should consult the detailed timetable regularly during the exam period if they wish to know which paper will be written first. We cannot answer individual queries.

Private candidates will receive their Results login details during the course of the exam series.

ISCT students must return **textbooks** on the **last exam day of each subject** – it is your responsibility to return your books to Ms Langtry on that day. Pick up your clearance form from the table and return each subject textbook as you finish the exams in that subject. Once we have your completed form we will issue you with online login details to access AS/A exam results on 11 August. IGCSE results are released on **13 August**.

4. In preparation for the exams:

- Reread the Notes to Candidates on the back of your Statement of Entry. You are expected to be familiar with and comply with the rules.
- Please note the importance of good practice in the examinations. Any actions which may threaten the integrity of the examination are reported to Cambridge and may result in disqualification.
- Ensure you have plenty of stationery (pens, pencils, ruler, eraser). We supply all exam paper. Place your stationery in a transparent bag.
- Bring a water bottle that has no label and is transparent.
- Leave your valuables, calculator covers, typex, ipods at home.
- Before each exam where a calculator is allowed, clear your calculator's memory. Sample checks will be completed by the invigilator before an exam begins.
- Ensure you have empty pockets (apart from tissues).
- External candidates are to be neat, wearing comfortable clothing, with shoes. Hats and neck scarves should not be worn.
- ISCT students wear full uniform or PE uniform.

5. What to do if you are sick

If the entrant is extremely sick on the day of an exam or, in case of an emergency, a parent should immediately phone the school before the start of the exam session so that we can advise regarding



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the exam. Make a doctor's appointment for that morning. Bring the medical certificate in to the school or the exam venue on the same day.

It is better, however, to write the exam if at all possible, letting us know your child's condition. For example, after seeing a doctor, if it is possible to bring your child in to write the exam before 11am (am session) or before 3pm (pm session), we will make every effort to allow the student the full writing time. We will then report on the situation to the exam board who will base the decision for special consideration on things like the severity of the circumstances. We will require brief written details of the situation from a parent.

Exam papers cannot be deferred.

6. What if you are late?

A parent should immediately phone the school (021 761 6202) or email as soon as you realise you are running late. A written record of the reason for lateness must be provided by the parent/guardian. This can be done by email. As long as the child arrives before the key time (11am/ 3pm) wherever possible the full exam writing time will be given to the candidate. In all cases, the decision whether the reason for lateness is acceptable lies with Cambridge.

No exam can be deferred to another day or session, whatever the cause of lateness is.

ISCT IGCSE students do not return to school after their final examination. Their AS course begins during Term 3 after their extended winter break.

We look forward to a smooth exam session. Please email cambridgeexams@isct.co.za if you have further particular queries or concerns.

Regards

Katherine Bennet and Ernest Manhenga

Director of Studies Exams Officer

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School exam administration email: cambridgeexams@isct.co.za

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