



ST CHARLES COLLEGE
SOUTH AFRICA

 Cambridge Assessment
International Education
Cambridge International School

External Candidates Writing CAI Examinations at St Charles College

COVID-19 Protocols:

- Bring your **ID** document with you to every examination.
- Bring a printout of your **CIE Direct Electronic Statement of Entry November 2021 Series** to prove that you are writing examinations at St Charles College.

You will be required to show your Statement of Exam entry at the Main Gate (Gate 1).

- Limited parking is available at the Basketball Parking (SK Arena).
- If you are being dropped off by a parent, the drop-off zone is at **Gate 3** at the second turning circle.
- All private candidates must be screened at the Screening Station at **Gate 3**.
 - **Your Temperature will be checked and recorded**
 - **There will be a register kept at the screening station of all External pupils.**
 - **You will be required to wear a mask.**
 - **You will sanitize hands and walk through a foot bath on entry.**
- After entering **Gate 3**, a grassed **waiting area** to the left is available for private candidates to wait to be called for the examination.
- Please make sure you are at the **waiting area** at least 30 minutes before the starting time for the exam.

Please note that **no smoking is permitted** on the school premises.

Guide to CIE Examination Day

External Candidates write in Exam Room 3 in the Assessment centre on the main school campus.

Exam Times:

- AM sessions **start** at 10h00
- PM session **start** at 14h00

Pupils are required to be seated 20 minutes prior to the exam starting time

- AM **Practical lab** exams start at 09h00, candidates to be at the **waiting area** at *08h30*.
- PM **Practical lab** exams start at 13h00, candidates to be at the **waiting area** at *12.30pm*

There are possible exceptions to the starting time because of large numbers and the possibility of more than 1 sitting. Exceptions will be communicated to you individually.

The Exam room:

- External candidates require photographic identification with them at **EACH AND EVERY EXAM – you will not be permitted to write your exam without your ID.**
- **NO FOOD OR DRINK MAY BE IN THE EXAM VENUE**
- **PLEASE** ensure you have stationery necessary to do the exam – no stationery is supplied or can be borrowed or lent out during the exam.

Suggested stationery to bring with you:

2 x blue pens

2 x sharpened pencils

1 x sharpener

1 x eraser

1 x 30cm ruler

1 x Calculator (if a subject requirement – *calculator covers may not be brought into the examination*)

A transparent document sleeve to carry stationery (**No pencil cases are allowed**)