



External Candidates Writing CAI Examinations at St Charles College

Guide to CAI Examination Day

- 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.
- 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.

Exam Venue Location: External Candidates write in Exam Room 3 on the main school campus.

- Exam room 3 in upstairs in the Assessment Centre.

Key Times

- Each centre taking our exams is given specific Key Times based on their country and location. Your **Key Time is when all candidates taking timetabled exams must be either in an exam or under Full Centre Supervision.**
- St Charles College is in administrative ZONE 3.

Local Key Times for Centre ZA179

Morning session Key Time	Afternoon session Key Time
11:00	15:00

Exam Times:

- AM sessions **start** at 10h00.
 - This ensures all pupils are in the exam room at the 11am Key Time.
- PM session **are held between** 13h00 and 15:00.
 - **Afternoon exams will finish at the Key time of 15:00**
 - This means that a 2-hour exam will start at 13:00 but a 1-hour exam at 14:00, so that the finishing time is 15:00.

Pupils are required to be seated **30 minutes** prior to the exam starting time

- AM **Practical lab** exams start at 09h00, candidates to be at Reception at 08h30.
- PM **Practical lab** exams start at 13h00, candidates to be at Reception 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.**
- Bring a printout of your **CIE Direct Electronic Statement of Entry** to prove that you are writing examinations at St Charles College.
- **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 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 subject required – *cover is not permitted*)

: clear bag/sleeve to carry it all in (**No pencil cases are allowed**)