

**British Council
Partner Schools**

Instructions to Candidates

October/November 2023 session

**Cambridge Assessment International
Education**

**Information and Communication
Technology**

0983/02 & 0983/03

The Information System Insti

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MOD

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Exam Venue

The examination will be held at the below venue:

Venue name: The Information System Institute (Ministry of Defence), **Main Gate**

Address: Ahmed Tayseer, Nasr City, Cairo

Exam Timetable

The examination will be held over **two sessions** on the below date:

Tuesday, October 03, 2023 – 0983/02

Thursday, October 05, 2023 – 0983/03

The second session is from **02:00 PM - 04:15 PM**.

Candidates should arrive at their examination venue no later than 12:00 PM.

Candidates of the second session will be under full centre supervision from 12:00 PM until the second session starts at 2:00 PM without having access to their mobile phones or any other smart devices which enable them to communicate with other candidates who have taken the exam in the first session.

- **The second session is for the below mentioned schools:**

Centre Number & School Name	Candidate Range
EG088 NEW RAMSES COLLEGE	All candidates

Please note that candidates are allowed to leave with the school Representative/ Coordinator **ONLY** after the exam.

Important reminder

- You must not have in your possession any unauthorized material, including electronic devices and mobile phones.
- You must not have in your possession any unauthorized equipment which might give you an unfair advantage.
- Possession of unauthorized material is breaking the rules, even if you do not decide to use it. If found in possession of unauthorized material you will be subject to a penalty and possible disqualification.

PLEASE REMEMBER TO BRING WITH YOU:

- Original Statement of Entry with the candidate's picture stamped by the school and laminated.
- Transparent pencil case.
- A small Transparent sanitizer bottle.
- Your writing materials, geometrical instruments, and simple calculators.
- A small Transparent bottle of mineral water.

Exam Day Instructions

Please read the following instructions **VERY CAREFULLY**.

1. General and Covid-19 Candidate Instructions:

- Candidates are recommended to wear face masks inside the venue (optional).
- Candidates must maintain a 1.5 m social distance while queuing for entry to the venue.
- Candidates are to proceed to temperature checking area – one at a time at the point of entry; Temperature is to be checked as per local country regulations and British Council central guidance by a designated staff member.
- If a test taker arrives at a British Council venue with a temperature over 37.5 degrees Celsius, the following must be followed:
 - ❖ The test taker will be denied entry to the premises and will be advised to return home and self-isolate or seek medical help.
 - ❖ Log the details of the test taker to follow up on required action points about his/her exam.
 - ❖ Inform the Exams Supervisor to report the test taker's absence.
- Candidates are to proceed to the waiting area – maintaining social distancing of 1.5m from one candidate to another.
- Candidates must make sure they take all their belongings with them when they leave the exam room. Anything left behind after the exam (such as a pencil case), these items may be destroyed for hygiene reasons;
- Please make sure that you are fully aware of your examination venue (place) and start time.

2. Information & Communication Technology Exams Instructions:

- The total practical test time including sending work to the printer is **2hr 15minutes**, candidates are not permitted to send any new or replacement work to the printer after the end of the practical test time, any work that is already queued up to be printed can still come out of the printer and be given to candidates to place in their ARF.

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- Candidates from the **second session** should arrive at their examination venue **no later than 12:00 PM**.
 - **Seat numbers:** Your seat number changes for every examination. Before each examination, you must check your hall and seat number on the venue noticeboard.
 - Please note that your final Statement of Entry and your timetable are the documents you should have and follow for examination dates & and timing.
 - Mobile phones, Watches, MP3 players, bags, personal radios, or any electronic devices are not allowed into the examination hall or at laboratories during practical examinations; candidates may be disqualified from the examination session if they do not abide by this rule.
 - Candidates are not to bring any personal valuables on the test day, The British Council is not responsible for handbags or valuables left unattended.
 - Candidates are to bring their own stationery to all exams.
 - Students arriving at the examination venue, not in school uniform will not be permitted to sit for the examination under any circumstances.
 - Candidates are not allowed to take any confidential materials from the examination room.
 - Parents are not allowed on the premises during the examinations.

Online Survey

We are always keen to listen to you and look into ways to deliver excellence to our students and school partners. Therefore, we would appreciate you taking the time to complete the below survey and provide us with your experience with Cambridge ICT Exams.

Your response is very important to us and will help us improve our service levels and assist us in providing a better customer journey experience all the way.

Candidates can either use this [link](#) or scan the QR to access our survey.

How to Scan a QR Code?

1- Open the QR Code reader on your phone.

2- Hold your device over a QR Code so that it is visible within your smartphone screen; then the phone automatically scans the code and will direct you to the survey.



DISCLAIMER

The British Council and the examining boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled, or delayed, every effort will be made to resume normal service as soon as possible.

The candidate will be under the examination board's regulations, once s/he arrives at the examination venue, in terms of late arrival, malpractice, etc.

The British Council's liability will be limited to the refund of the registration fee or retesting later.