

CANDIDATES' CODE OF CONDUCT

Preamble

The British Council is committed to the safety of all persons who come to its premises. We recognise that we have a fundamental duty of care towards all examination candidates who are under 18 years. This includes a duty to protect young people from harm or risk of harm as a result of misconduct by our staff or partners, of poor practice, or of the poor design or delivery of our operations. To this end, the British Council has developed some guidelines/code of conduct that all private candidates sitting for Cambridge International Exams must adhere to.

1. ALL CANDIDATES MUST

- Arrive at the centre at least 1 hour to the exam start time. **They will not be received at the centre earlier than this**
- Wear their badge at all times while at the British Council premises. This badge will be issued to the candidates by the British Council Invigilator who receives them at the premises
- Wait at the common/public areas (near the Customer Service Desk) of the British Council and follow instructions issued by the British Council.
- Carry the Exam Statement of Entry to all exams.
- Carry the required stationery to write exams. This may include calculators for Mathematics exams.
- Keep time for all exams.
- Complete all sections of the exam registration form and provide all required documents.

2. ALL CANDIDATES WHO ARE UNDER 18 YEARS OF AGE MUST

- Be accompanied by their guardian/parent to the venue past the security area **and handed over to the British Council Invigilator on duty.**
- not leave the premises without being instructed to do so by the British Council invigilator.

• ALL CANDIDATES MUST NOT

- Smoke or drink any alcoholic drinks within the premises
- Attempt to cheat during the exams.

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Declaration:

I have read the above and consent to the information as stated.

Candidate undertaking

I..... (candidate name) on this day.....(date) have read and understood the above code of conduct and will abide by it at all times.

Candidate's Signature.....

If you are **under eighteen** years of age, please ask your parent/guardian to read the above information and sign the declaration below.

Parent/guardian undertaking

I.....parent/guardian to(candidate) on this day.....(date) confirm that I have read and understood the above code of conduct.

Parent/guardian's signature.....