

Secondary School

Katya Skoudy: Key Stage 4 Coordinator

Zekeriyaköy Mah., Kilyos Cad., No: 227/1,2, Sarıyer, İstanbul

Tel: +90 212 202 7027 Ext: 111/112

+90 212 202 7709 Ext: 111/112

Fax: +90 212 202 7796

Email: k.skoudy@bisistanbul.org



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Dear Year 11 Parents,

At the end of February I sent you a letter with all the **Key Dates for IGCSE** as well as information about the forthcoming IGCSE information examinations.

I hope you had time to read through the information and the examination instructions with your son or daughter. You may be aware that new smart watches have been available since 2015 and these are classed as electronic communications devices. Examination boards specifically prohibit electronic communications devices in examinations. Unfortunately, the latest versions of these devices can be made to look exactly like analogue watches and so the school policy is that no watches of any kind can be worn or taken into the IGCSE examinations. There are a number of clocks in the examination room so that candidates can check the time throughout the examination.

Along with the information about conduct during the examinations which I am resending, I am also enclosing your son or daughter's final statement of entry which states the exams they have been entered for as well as the dates and sessions for these exams. Please read through it carefully with your son or daughter. It is important too that they read the warning to candidates on the back of their statement of entry.

I include a timetable with the exact times for these exams too.

Thank you for taking the time to read through all this information and please do not hesitate to contact me if you have any questions about your child's progress in Key Stage 4. I would like to take this opportunity to wish all BISI students success in their upcoming examinations.

Yours faithfully,

Katya Skoudy
KS4 and IGCSE coordinator



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International Examinations

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IGCSE Exam instructions

School Uniform: Students must wear full school uniform for **all** examinations and arrive at school **at least 45 minutes** before their examination is due to start. We recommend having a ‘buddy’ from your class who will ring you if you have not arrived half an hour before the exam starts.

Be on Time: It is the responsibility of the student to come to school at the correct time and on the correct day for an examination.

Absence: If a student is late or absent they should call the Deputy Director of Secondary on **0538 6601894** or leave a message with the school secretary on **0212 202 7027**. Please be aware, however, that it is not possible to reschedule missed examinations.

Equipment: Students must bring the correct equipment to an examination: Blue or black pens, HB pencils, pencil sharpener, eraser, ruler, protractor, compasses and a calculator for those examinations where it is permitted. Calculator lids should be separated from the calculator and **all equipment should be in a transparent plastic bag**, pencil cases are not allowed into the examination room. **The school cannot lend equipment to students, nor can they borrow equipment from other students during an examination.**

NO Electronic Devices: A copy of the rules applying to IGCSE examinations (published by CIE) is attached. According to these rules it is forbidden to take mobile telephones, MP3 players or any such devices into the examination room. Please note that no watches will be allowed in the examination room. If these items are brought into school **they must be left in lockers. They should not be taken into the examination room.**

Water: Water will be available in the examination room, a personal bottle of water may be taken in provided it is transparent and without a label.

Silence: Students should be silent once they have been instructed to line up. They must enter the examination room **silently** and it is strictly forbidden for students to communicate in any way with another student while in the examination room, this includes speaking, smiling, gesturing or attempting to attract the attention of another student. **This includes the time after an examination has finished whilst examination papers are being collected and counted. They must also leave the examination room in silence.**

Transport: Students should arrange their own transport during the examination period (in consultation with AZ-AL where appropriate). **All afternoon exam sessions require the students to be supervised until 4pm.**

Malpractice: The school is obliged to carry out its duty to report any student who does not follow the international regulations of the examining authority.

School Holiday: Examinations continue on these days for IGCSE. Students must arrange their own transport **AND** lunch on these days.

Exam Results

CIE has introduced a system to allow students to access their IGCSE results directly. Each student will be issued with a personal password and instructions to allow access to their own results. This must be kept safe and not disclosed to any other student. Results will be available from Tuesday August 11th

Exam results can also be gotten by emailing the IGCSE coordinator on the day that the results are released.

IGCSE Award Ceremony & Official Certificates

In November we will hold the Award Ceremony for the IGCSE examinations. At the ceremony we will celebrate the achievements of our students and give out the official IGCSE certificates (these usually arrive at the end of October). Your child will need this certificate for official proof of their examination results.

If your child is leaving BISI at the end of the school year and will not be able to collect their certificate please contact the IGCSE coordinator once the results have been released giving a forwarding address. It can be arranged for the certificate to be sent on once it arrives. It is also possible to **make an appointment** to collect the certificate from the school when visiting Turkey any time after the ceremony.



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Notice to Candidates

Make sure you know the rules before you take your examinations.

1. You **must** be on time for all your examinations and any required periods of supervision.
2. You **must** provide what you need e.g. pens, pencils and rulers.
3. You **may** use a calculator unless you are told not to do so. You **must not** use the calculator function of another device.
4. You **must not** become involved in any unfair or dishonest practice before, during or after the examination.
5. You **must not**:
 - sit an examination in the name of another candidate
 - have in your possession any unauthorised material, including electronic devices and mobile phones
 - have in your possession any equipment which might give you an unfair advantage.
6. Possession of **a mobile phone or other** unauthorised material is breaking the rules, even if you do not intend to use it. If found in possession of unauthorised material you will be subject to penalty and possible disqualification.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
8. You **must** follow the instructions of the invigilator.
9. If you are in any doubt speak to the invigilator.
10. You **must**, when leaving the examination room, leave behind the question paper, your answer book or answer paper, rough work and any other (used or unused) materials.