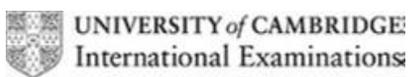


Notice to Candidates

Candidates are fully responsible to know the dates, details and instructions of their examinations.



Get regular updates on the
Latest Schedule
for all exams from
www.sriemas.edu.my/cie



Check **subject** and **options** on
Statement of Entry
Emailed to
you and your parent.



Report any errors or mistakes to the exam dept ASAP via email to
exam.department@sriemas.edu.my

I.C. /Passport

MUST be produced for verification before and during every examination.



Written Exam Reporting Time**:

AM Session : 8 AM
PM Session : 12 PM

No matter what time your exam starts, you **MUST** report at **Reporting Time** to be quarantined away from electronics.

*Statement of Entry is NOT Sufficient

**Unless otherwise informed

Acceptable Reasons for Late Arrivals:

- Sudden Illness
- Accident enroute to exam
- Transportation difficulty beyond Candidate's control.



Unacceptable Reasons for Late Arrivals:

- Misreading the Timetable
- Oversleeping



Unauthorized Items in Exam Hall:

- Statement of Entry
- Mobile Phones/Electronics /Smart watches
- Calculator covers
- Instruction Sheets
- Rough/Tracing Paper
- Paper labels and Eraser Covers

Dress Code:

- Full long Pants
- T-shirts with sleeves
- Covered shoes
- Jackets
- No caps/hats in exam hall



Water bottles and pencil cases must be **see-through/transparent**



Calculators **CANNOT** have:

- Graphing capabilities
- Programmable functions
- Info retrieval capabilities

Declaration as agreed to on the registration form

1. This entry is made according to the provisions of the published regulations which I have read and studied.
2. It is my responsibility to select the modular units that best suit my needs.
3. I have provided all the information required truthfully and accurately to the best of my knowledge and belief.
4. I understand that I am only allowed to sit for those subjects and papers which have been entered on this form.
5. This is the only CAIE examination centre I have made provisions with for my IGCSE/ GCE O Level examinations.
6. I agree and understand that there will be no postponement or refund of all fees should I decide to withdraw from the examinations after the "Normal Registration Period" has ended.
7. I accept the responsibility to ascertain the place and date of the examination should any official notification not reach me.
8. The examination centre reserves the right to reject an incomplete registration form.
9. Absences from any of the Oral based examinations require valid reasons only (medical, death of immediate family members, and other major exams) and certifiable proof.
10. ***IMPORTANT*** Rescheduling of Oral based examinations is subject to an administrative fee of RM100 on a case to case basis.

Disclaimer

Sri Emas International School and the Examination Board will take all reasonable steps to provide continuity of service. We hope for your understanding however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If any examinations or the release of results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. Sri Emas International School's liability will be limited to the refund of the registration fee.

Frequently Asked Questions (FAQ)

1. What are the Deadlines for Registration?

| Registration Periods | Dates |
|----------------------|------------------------------------|
| Early Bird | 2 January 2024 – 22 January 2024 |
| Normal Entry | 23 January 2024 – 14 February 2024 |
| Late Entry | 15 February 2024 – 10 April 2024 |

2. When will the Exam dates be confirmed?

The main exam dates have already been released and are available on our school website (www.sriemas.edu.my/caie). Reporting time for all exams are default for AM and PM session, (addressed below)

Dates have yet to be set for speaking tests (March – April)

3. Where will the Exams be held?

The IGCSE Exams will be held at:

Sri Emas International School

Lot 1214, Seksyen 40,
Batu 10, Lebuhraya Persekutuan,
Off Jalan SS7/2,
47300 Petaling Jaya,
Selangor Darul Ehsan, Malaysia.

SCHOOL OPERATING HOURS

Monday to Friday (8.30am - 4.30pm)

EMAIL: exam.department@sriemas.edu.my

Phone/Mobile number

+603 7865 5787

+012 6533 477

Please refer to the signage at the school entrance for the examination venue.

4. What time should I report for examinations?

For **Oral Exams**, please report 30 minutes before your respective slot.

For the **Main Examinations**, reporting times are as follows:

AM Session – before 8:00 am

PM Session – before 12:00 pm

All Candidates **MUST** report at the above timings, even if your own exam is a few hours later. You must be quarantined away from electronic communications devices to avoid getting an advantage over other candidates around the world (who have completed their exams and are discussing the answers online)

5. What should I wear for the examination?

For the Cambridge Exams, Candidates are required to observe smart casual attire. The following are allowed:

- T-Shirts with Sleeves
- Long Pants/Jeans
- Skirts (Knee length or longer)
- Shoes

Candidates are encouraged to bring a jacket or sweater as it can become quite cold in the exam hall.

Strictly not allowed:

- Slippers or Sandals
- Shorts
- Spaghetti strapped/sleeveless blouses
- Ripped Jeans

First time offenders will be warned and repeat offenders may be barred from sitting for the exam until properly attired.

6. What should I bring for the examination?

- i. Original IC (Very important, candidates will not be allowed to sit for the exam without it. Statement of Entry is not sufficient)
- ii. Stationery in a clear transparent casing
- iii. Calculator (If permitted)/geometrical instruments
- iv. Transparent water bottles

7. Why is it important to leave a valid email address and phone number?

Our main means of communication to the candidates and parents is through Email. We send out Announcements, Instructions and Statements of Entry. Not having a valid email address means missing out on this extra service.

Do note that it is still the candidate's responsibility to be aware of the dates of their exams, and that "having not received any email" is not a valid reason to be late or absent from any examination.

8. Why is the "First Language English?" field reflected as not specified in the Statement of Entry, even though the candidate is sitting for the First Language English Paper?

This was an optional field to supply to Cambridge. As such, we chose not to include this information when uploading the candidate's details. This will not be reflected anywhere else aside from the Statement of Entry.

Notice to Candidates

You must:

- be on time for all exams and any periods of Full Centre Supervision
- follow the instructions of the invigilator
- leave all used and unused exam materials in the exam room.

You must not:

- have any unauthorised materials in your possession
- talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room
- be involved in any unfair or dishonest practice before, during, or after the exam.

If you are in any doubt speak to an invigilator.

**If you break any of the rules you could be
DISQUALIFIED**



WARNING



NO unauthorised materials in the exam room. For example:

NO mobile phones

NO smartwatches

NO technology with communication or storage

NO unauthorised notes or revision materials

If you have unauthorised materials you could be

DISQUALIFIED



Candidates **must** not have the following during the exam:



A pencil case that cannot be seen through



Food or drink not stored in transparent packaging or that might disturb other candidates, for example fizzy drinks



A mobile phone or any other external communication device



Calculator covers



Instruction Leaflets



Packaging with any form of text or images on it



Geometrical instrument casings

