

We would like to make the running of exams more convenient for candidates wherever possible. As a result, we will consider conducting Edexcel and/or University Of Cambridge International Examinations exams at school premises, subject to the following conditions:

1. Candidature & location

In order for us to be able to carry out exams in schools, they need to have the following numbers of candidates per exam series, dependent on the distance from our offices.

Category	Number of candidates	Distance of school to British Council office (Colombo/Kandy)	Fees
1	More than 50	Up to 100km	Discounted fees
2	More than 75	More than 100km	Discounted fees

2. Confidential store room and fire-proof steel cupboard

The school should make arrangements to provide the British Council with a store for the question papers and answer scripts during the exam. You may need to purchase a fire-proof steel cupboard. The specifications of the confidential store room should be in line with the relevant exam board specifications ie JCQ-ICE (Instructions for Conducting Examinations) booklet for Edexcel or the University of Cambridge International Examinations Handbook for Centres. The dimensions of the fire-proof cupboard should be in relation to the number of candidates. It should be installed in a windowless room, which should be close to the exams hall/auditorium. The door to the secure store room must be made of solid wood supported by an iron bar door frame with padlocks on the outside. Each door must have two padlocks each.

Access to the room and the safe is restricted to the British Council staff only during the exam series, and key holders will be British Council Examinations staff. As soon as arrangements are completed we would like you to hand over the door and safe keys to the British Council ahead of the commencement of the exams session. The reason for the British Council taking charge of the keys is for security.

3. Exam Hall

An exam hall or auditorium should be able to accommodate candidates in an exam style while keeping the distance between two desks of 1.3 m apart from centre to centre. The exam hall should be a quiet place where candidates will be able to concentrate well without being disturbed by external noise. Further to this, you will need:

- individual desks, usually sized 2'x2'
- a white board

- large, clear and visible clocks
- cassette or CD players available where necessary
- lighting should be bright enough for exams candidates to work
- a generator should be available to support unexpected power failure
- toilets should be close to the exam venue, and kept clean
- room temperature should be convenient for the candidates (where appropriate ceiling fans or A/C should be available)
- a PA system should be available where appropriate
- computer laboratory or/and science laboratory facilities as required

Application procedure

Inspection

Please contact us well before the examinations:

- For May/June series, contact us by November of the previous year
- For Oct/November series, contact us by April
- For January series, contact us by June

Please complete the [application form](#) and send it to the British Council to do an inspection. Following receipt of the application, the British Council will conduct an inspection and if the arrangements are satisfactory then schools will be offered the option of having exams take place in their premises.

We will carry out regular inspections in order to maintain consistency of standards.

Fees

If you are entitled to the discounted fee (see table above) you may collect the normal fee from the candidate and pay the British Council the discounted fee. This would help you to cover the overhead expenses that occur during the examination period. Alternatively, you have the option of passing the discounted fee directly to your students. This decision is at the school's discretion.

N.B.

The policy is subject to annual review.