

## NCC EXAMINATIONS- March 2013

### SUPPLEMENTARY INSTRUCTIONS FOR CANDIDATES - DHAKA

1. NCC examinations will be held at the following venues. Please check for your venue and read the below instructions carefully.

Date	Session	Institute	Subjects	Venue
3 <sup>rd</sup> March 2013	AM & PM	All	All	<b>Maple Leaf International School:</b> House # 96, Road # 11/A Dhanmondi Dhaka.
10 <sup>th</sup> March 2013	AM & PM	All	All	<b>British Council</b> 5 Fuller Road Dhaka – 1000 Tel: 8618905-7
17 <sup>th</sup> March 2013	AM & PM	All	All	<b>British Council</b> 5 Fuller Road Dhaka – 1000 Tel: 8618905-7

2. If you have any doubt about the venue, please contact your institute or **Examinations Services at Fuller Road Office.**
3. All examination are scheduled as follows:  
Morning session - 9.30 - 10 minutes reading time will be given at the beginning and after that the written exam will start.  
Afternoon session - 2.30 - 10 minutes reading time will be given at the beginning and after that the written exam will start
- Candidates should arrive at the exam venue at least 30 minutes before the start of each examination.**
4. For each examination session, you **must** produce your **NCC Education Admittance Card with photograph attached, bearing the seal and signed by your institute and your student ID card/passport at the examination hall.** Failure to do so may result in refusal to sit for the examination. British Council will not be responsible for your omission.
5. You must check the NCC Education Admittance Card on receipt and notify your institute immediately of any correction.
6. Please check the seating plan displayed outside the exam centre for your seat before entering the exam hall.

7. **No books, bags, mobile phones and written materials are permitted in the examination room** (unless otherwise instructed). Bring pens, pencils, eraser and a flowcharting template or pocket calculator if required.
8. You are advised to synchronise your watch with the clock being used in the examination hall. You are not allowed to bring watches with calculators or chimes into the examination hall.
9. Candidates will not be allowed to enter the examination hall more than 30 minutes before the exam starts
10. For any assistance during examinations, you must raise your hand to attract the attention of an invigilator without calling out.
11. **Candidates are requested to ensure that before leaving the exam hall his/her signature is taken in the NCC Attendance Register and the script is collected.** Candidates will not be allowed to leave the examination hall during the **first 1 hour and last 30 minutes** of the total duration (**Please note that this is mandatory**).
12. Please note that the invigilator will collect all question papers with the answer scripts after each examination. These question papers will be given to the respective institutes after all the exams are completed. Candidates may collect them from the institutes at a later date.