

## Notice to Candidates

Center name: Riam Hill International Secondary School

Center number: MY890

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



### Checklist to Candidates

	Get regular updates on the <b>latest schedule</b> for all exams from your <b>student email</b> .
	Check subject and options on the <b>Statement of Entry</b> . Emailed you and your parent.
	Report any errors or mistakes to the exam department <b>ASAP</b> via email to <b>examsofficer@rhiss.edu.my</b>
	I.C./Passport <b>MUST</b> be produced for verification before and during every examination. Only a statement of entry and RHISS student ID are <b>NOT</b> sufficient.
	<b>Written Exam Reporting Time* (*unless otherwise informed)</b> AM session : 8 AM PM session : 12 PM
	No matter what time your exam starts, you <b>MUST</b> report at Reporting Time to be quarantined away from electronics.
	<b>Acceptable</b> reasons for late arrivals: <ul style="list-style-type: none"><li>• Sudden illness</li><li>• Accident enroute to exam</li><li>• Transportation difficulty beyond Candidate's control.</li></ul>
	<b>Unacceptable</b> reasons for late arrivals: <ul style="list-style-type: none"><li>• Misreading the timetable</li><li>• Oversleeping</li></ul>
	<b>Unauthorized</b> items in exam hall: <ul style="list-style-type: none"><li>• Statement of entry</li><li>• Mobile Phones/Electronics/Smart watches</li><li>• Instruction sheets</li><li>• Rough/tracing paper</li><li>• Paper labels and eraser covers</li></ul>
	<b>Dress code:</b> <ul style="list-style-type: none"><li>• Full long pants</li><li>• T-shirts with sleeves</li><li>• Covered shoes</li><li>• Jackets</li><li>• No caps/hats in exam hall</li></ul>
	<b>Water bottles and pencil cases</b> must be <b>see-through/transparent</b> .
	<b>Calculators CANNOT</b> have: <ul style="list-style-type: none"><li>• Graphing capabilities</li><li>• Programmable functions</li><li>• Info retrieval capabilities</li></ul>

### Emergency Contact:

Exam Officer:      Principals:

Allan Sim              Ng Cheng Soo      Liong Hong Kit

010 2888299      012 8731868      012 8822381

### **Important information to candidates**

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 I have made provisions with for my IGCSE 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 center 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 RM200 on a case-to-case basis.

### **Disclaimer**

**Riam Hill International Secondary 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. Riam Hill International Secondary School's liability will be limited to the refund of the registration fee.**

## Frequently Asked Questions for Candidates

### 1. What are the deadlines for registration?

May-June Series IGCSE Exam

Registration periods	Dates
Normal entry	Mid-Nov 2022 to 21 February 2023**
Late entry*	22 February to 11 March 2023
Very late entry*	12 March 2023 onwards

\*Penalties will be advised.

\*\*The cut-off date for our school practice will be 7 February 2023.

October-November Series IGCSE Exam

Registration periods	Dates
Normal entry	Mid-May to 16 August 2023**
Late entry*	17 August to 16 September 2023
Very late entry*	17 September 2023 onwards

\*Penalties will be advised.

\*\*The cut-off date for our school practice will be 2 August 2023.

### 2. When will the exam dates be confirmed?

The main exam dates have been released and emailed to you and your parents. Reporting time for all exams are default for AM and PM sessions.

### 3. Where will the IGCSE exams be held?

The IGCSE exams will be held at

Riam Hill International Secondary School

Block D, Lot 1305, Jalan Riam Willow, 98000 Miri, Sarawak Malaysia.

School operating hours: Monday to Friday (7.30 am – 4pm)

Email: [examsofficer@rhiss.edu.my](mailto:examsofficer@rhiss.edu.my)

Phone: 010-2888299, 010-8233755

Please refer to the signage

### 4. What time should I report for examinations?

For Oral examinations, 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 exam is a few hours later. You must be quarantined away from electronic communications devices to avoid getting the 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 IGCSE examination?

Candidates are required to wear smart casual attire. The following are allowed:

- T-shirts with sleeves
- Long pants/jeans
- Skirts (knee length or longer)
- Closed-toe shoes

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

Strictly **NOT** allowed:

- Slippers or sandals
- Shorts
- Spaghetti strapped/sleeveless blouses
- Torn 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 examinations?

- I. IC (very important, candidates will not be allowed to sit for the exam without it. Statement of Entry is not sufficient)
- II. RHISS Student ID and Statement of Entry
- III. Stationary in a clear transparent casing.
- IV. Calculator or geometrical instruments (if only permitted to use)
- V. Transparent water bottles.

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

Our main means of communication with 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.

## 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.



**NO MOBILE PHONES, SMART WATCHES  
IPODs OR MP3/4 PLAYERS**

**NO PRODUCTS WITH ELECTRONIC  
COMMUNICATION / STORAGE**

Possession of unauthorised materials is an  
infringement of the regulations and could result in

**DISQUALIFICATION**

from this examination and the overall qualification.

This poster **must be** displayed in a prominent place **both inside and outside** each examination room.





## 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

