

Information for prospective external exam candidates

As a certified Cambridge Centre, we run a yearly June exam session and welcome external candidates looking for a local Cambridge Centre. We are currently able to accommodate candidates of Cambridge IGCSE and Cambridge AS and A-level exams.

Entries need to be made between December and mid-February so do make sure to contact our Exams Officer within that time frame if you would like to take your exams at our centre.

In order to register you for the exams you will need to send an email to our [Exams Officer](#) and include the following information:

- ❖ Your full name
- ❖ Your kennitala
- ❖ The syllabus name and numbers for all exams you wish to take

Please note that the June exam session has exams running from mid-April to mid-June each year. Exam dates are imposed by Cambridge and it is not possible to change them.

If you choose to take exams in our centre, you can expect to be charged the following fees:

Cambridge fee (in pounds):	Centre fee (in ISK)
IGCSE 74.10 per subject	Processing fee: 20,000kr
AS 88.85 per subject	Shipment of testing material: 16,000 kr per shipment
A-levels 124.35 per subject	Invigilation fee: 2,600kr per hour of exam
	Booking of exam room: 2,000kr per exam

Preparing for exam day

- ❖ Exams are timetabled either in the morning (AM) with a 9:00 start or afternoon (PM) with a 13:00 start. Make sure you are familiar with your exam timetable and show up for the right session.
- ❖ Exam candidates are expected to arrive for their exam in a timely manner; we recommend that you arrive 30mins before the start of his exams in order to settle in and avoid unnecessary stress.
- ❖ External candidates must bring **proof of identity** to all timetabled exams.
- ❖ Exam candidates should not be bringing any **unauthorised material** into the exam room. Unauthorised material consists in:
 - Bags
 - Phone
 - Smartwatch
 - Books, papers, etc
 - Food packaging
- ❖ Only **clear water bottles** are allowed into the exam room – we suggest that you purchase a disposable plastic water bottle and remove the label for use during the exams.
- ❖ We will be providing you with all the material he needs for the exam (pens, pencils, rulers etc.). We can provide you with a scientific (not graphic) calculator if needed, however it is advised that you bring the calculator you have practised with to the exams, provided it follows Cambridge Exams regulations.

If you have any questions or concerns, please do not hesitate to contact our Exams Officer.