

Exams Child Safe Collection Policy

This policy applies to all exams involving under 18s. Under 18s sitting an exam with us, whether at British Council premises or a hired venue, are under our care from the time they arrive at the venue until they leave. We are responsible for ensuring their safety.

Parents and Candidates please note that:

Children aged up to 10 years are **not** permitted to leave the exam premises alone. They must be collected by the parent/guardian or by a person for whom the parent/guardian has provided written authorisation. The person collecting a child should be aged 14 or older.

Children or teenagers aged 11-17 years should only be permitted to leave the premises alone if parental consent to this has been given in writing. Otherwise, they must be collected by the parent or by a person for whom the parent has provided written authorisation.

For Enquiries, please contact us by phone on +852 29135131 / +852 29135173.

Please complete this form and return it on or before the exam day.

(1) Before the exam day :

Email to: examrequest@britishcouncil.org.hk

(2) On the exam day : By hand

Candidate name:

(Surname)

(Other names)

Exam date:

Age:

Please where applicable:

 Children aged up to 10 years :

Candidate will be picked up by parent/guardian

 Children or teenagers aged 11-17 years :

Candidate will be picked up by parent/guardian

Candidate will leave the premise alone

Signature of parent / guardian

Name of parent / guardian