

Information for candidates for written examinations

Rules to remember	
1	Be on time for ALL your exams
2	If you cheat, or break the rules in any way, you could be disqualified from all your subjects
3	<p>You MUST NOT take into the exam room:</p> <ul style="list-style-type: none"> • Notes • A calculator case/instruction leaflet • A mobile phone, iPod, MP3/4 player, a wristwatch which has a data storage device or any other product with text/digital facilities <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty & possible disqualification.</p>
4	Do NOT use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers
5	Do NOT talk to or try to communicate with, or disturb other candidates once the exam has started
6	If you leave the exam room unaccompanied by an invigilator, you will not be allowed to return
7	Do not borrow anything from another candidate during the exam
Information	
A	Know the dates & times of all your exams
B	If you arrive late for an exam, report to the Exams Officer
C	If you arrive more than 1 hour after the published starting time for the exam, you may not be allowed to take it
D	You must write in black ink Coloured pencils or inks may be used only for diagrams, maps, charts, etc unless the instructions printed on the front of the question paper state otherwise
During the Exam	
1	ALWAYS listen to the invigilator. Follow their instructions at all times
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • You think you have not got the right question paper or all of the materials listed on the front of the paper • The question paper is incomplete or badly printed
3	Read carefully and follow the instructions printed on the question paper and/or answer booklet
4	Fill in ALL the details required on the front of the question paper and/or booklet BEFORE you start the exam. Make sure you fill in the same details on any additional answer sheets that you use
5	Remember to write your answers in the designated sections of the answer booklet
6	Do your rough work on the proper exam stationery. Cross it through & hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use
Advice & Assistance	
A	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator
B	Put up your hand during the exam if: <ul style="list-style-type: none"> • You have a problem & don't know what to do • You do not feel well • You need more paper
C	You must NOT ask for an explanation of questions – this will NOT be given
At the End of the Exam	
1	Make sure you have added your candidate details to any additional answer sheets that you use
2	Do NOT leave the exam room until told you can by an invigilator
3	Do NOT take ANY stationery from the exam room