

# Notice to Candidates

This notice has been written to help you. Read it carefully and do what you are asked.

**If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

## REGULATIONS

### Make Sure You Know The Rules

- A candidate is not permitted to enter for the same syllabus code at two Centres in the same examination session.
- You must be on time for all examinations. If you are late, your work may not be accepted.
- You may take into the examination room only the materials and equipment which are allowed. You must not take into the examination room calculator cases/instruction leaflets, bags, non-transparent pencil cases, personal TVs or computers, electronic or radio communication devices including mobile telephones, portable music players, or any other material or equipment. Anyone found in possession of any unauthorised material, even if you do not intend to use it, will be automatically disqualified from the subject being taken.
- You must not take part in any unfair practice either when preparing Coursework, or when taking the examination.
- Correcting fluid/correcting pens must not be used.
- You must not talk, communicate in any way with, seek assistance from or give assistance to, or disturb other candidates once the examination has started.
- Smoking is not allowed in the examination room.

## INFORMATION

### Make Sure You Attend

- Know the dates and times of your examinations.
- Arrive at least 10 minutes before the start of each examination.
- If you arrive late for an examination, report to the invigilator running the examination. If you arrive after the examination has ended, you will not normally be allowed to take it.
- If you miss an examination without good reason, you will not normally be given a grade in the subject.

### Provide What You Need

- Leave outside the examination room, or with the invigilator, anything that you do not need or which is not allowed.
- Take into the examination room the pens, pencils, rulers and any instruments that you need for the examination.
- You must write in blue or black ink except for multiple choice papers that must be completed in pencil (B or HB). Coloured pencils or inks may be used only for diagrams, maps, charts etc. Correcting fluid must never be used during an examination and highlighter pens or glue must not be used unless specifically permitted by the syllabus.
- You may not borrow anything from another candidate during the examination.

### Calculators, Dictionaries and Spell-checkers

- You may use a calculator, unless you are told that you may not do so.
- If you use a calculator
  - make sure it works properly
  - make sure the battery is working properly
  - clear anything stored in it
  - do not bring into the examination room any operating instructions or prepared programs
- You must not use a dictionary or computer spell-checker, unless you have been informed before the examinations that you may do so.

### Examination Instructions

- Listen to the invigilator and do what you are asked to do.
- Tell the invigilator at once
  - if you think you have not been given the right question paper or all the materials listed on the front of the paper;
  - if the question paper is incomplete or badly printed.
- Read carefully the instructions printed on the question paper and/or on the answer book/answer paper. Do what they ask you to do.
- Fill in the details required on the front of your question paper and/or answer book/answer paper before the start of the examination.
- Do any rough work on the examination stationery provided. Cross it through and leave it on your desk when you leave.

### Advice and Assistance

- If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- If during the examination you have a problem and are in doubt about what you should do, put your hand up to attract attention. The invigilator will come and assist you.
- You may not ask for, and will not be given, any explanation of the examination questions.

### Leaving the Examination Room

- For examinations longer than one hour, you are not allowed to leave the examination room until at least one hour after the published starting time. If you are allowed to leave before the end of the examination, you will not be allowed to return.
- If you have used more than one answer book and/or loose sheets of answer paper, you must place them in the correct order. Fasten them together before you leave.
- You must not leave the examination room until the invigilator tells you to do so.
- When you leave the examination room you must leave behind the question paper, your answer book/answer paper, rough work, and any other (used or unused) materials provided for the examination. You must not attempt to remove or copy the content of the examination question paper or answer scripts.

## WARNING

- If you cheat, try to use any unfair practice, or break the rules in any way, you may be disqualified from all your subjects.

**A copy of this notice must be displayed inside and outside the examination room.**



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