

Notice to Candidates

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** bring the equipment you need to the examination e.g. pens, pencils and rulers.
3. You **may use a calculator** unless you are told not to do so, **but 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 unauthorised material, including electronic devices and mobile phones in the examination.**
 - **Have any equipment in the examination which might give you an unfair advantage.**
6. **Having unauthorised material in the examination is breaking the rules, even if you do not intend to use it. If you have any unauthorised material, you may be penalised or disqualified.**
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 leave the question paper, your answer book or answer paper, rough work** and any other (used or unused) materials in the examination room.

Stationery material and other equipment

Candidates **must**:

- provide their own pens, pencils, ink, drawing instruments (including rulers) and erasers
- write their answers legibly in permanent, non - erasable black or dark blue ink
- use soft pencils (type B or HB is recommended) for multiple-choice tests
- use pencils or pens in other colours for diagrams and maps only if indicated on the question paper.

During the exam candidates **must not use**:

- red or green ink
- correcting fluid or tape

- highlighter pens on answer sheets, answer booklets or in the answer sections of combined question and answer booklets

For exams where calculators are allowed:

- (a) The calculator must be of a suitable size for use during an exam.
- (b) The power supply for the calculator is the responsibility of the candidate and must be integral to the calculator. The candidate can bring a spare set of batteries into the exam in transparent packaging.
- (c) The working condition of the calculator is the responsibility of the candidate.
- (d) The calculator must be silent, with a visual display only.
- (e) We will not consider a calculator fault as justifying special consideration for the candidate.
- (f) Candidates **must not have calculator cases** (unless they cannot be removed), **instruction leaflets or any instructions or formulae printed on the lid or cover of a calculator, or similar**. Any cover or case that the candidate cannot remove should be checked by an invigilator to ensure that it does not contain any unauthorised information.
- (g) Candidates **must not borrow calculators from other candidates during the exam for any reason**, although the invigilator can provide a candidate with a replacement calculator if the centre has one available.
- (h) Candidates **must clear any information and/or programs stored in the calculator's memory before and after the exam**; retrieval of prepared information and/or programs during the exam, or removal of question paper content from the exam room, is malpractice.
- (i) Candidates can use programmable calculators. However, calculators with any of the following facilities **are not allowed**, unless stated otherwise in the syllabus:
- graphic display
 - data banks
 - dictionaries
 - language translators
 - retrieval or manipulation of text or formulae
 - QWERTY keyboards
 - built-in symbolic algebraic manipulations (output must be numeric not algebraic)
 - symbolic differentiation or integration (output must be numeric not algebraic)
 - capability of any remote communication. We regard the use of any such calculator as malpractice.

Unauthorised materials

Unauthorised materials are those that potentially enable candidates to conceal or access information in the exam room. Having unauthorised materials in the exam room is a breach of regulations and may be considered malpractice.

Unauthorised materials include:

- bags
- calculator cases
- instruction leaflets
- non-transparent pencil cases
- any packaging with images or text on it (candidates should put food, drink, batteries or any other equipment in transparent, plain packaging)
- computers of any sort
- any recording device
- electronic or radio communication devices
- e-readers
- mobile telephones
- tablet computers
- cameras
- Bluetooth headsets
- smart watches or any watch capable of electronic storage or communication. The Head of Centre can decide whether to allow candidates to bring **standard wrist watches** into the exam room. If you allow this, invigilators must make sure **candidates place them on their desk and that they are visible to invigilators in the exam room**
- any other electronic device that enables external communication or the storage and retrieval of data.

This list does not include every possible item that would be considered 'unauthorised'. The invigilator will use his/her judgement for any items not on the list above which potentially enables a candidate to conceal or access information in the exam room.

Candidates must follow the rules , if they do not, they may not be allowed to take the exam, their papers may not be marked and their results may be cancelled

IMPORTANT INFORMATION. The invigilator is responsible for reporting any grounds for suspicion about the security of question papers or the conduct of any exam to the Head of Centre. The Head of Centre or Cambridge Associate **MUST** notify us of this **IMMEDIATELY**.