

## Exam Rules – What you need to know

These rules are here to help exams run fairly and smoothly for everyone. Please read them carefully.

### A. Exam rules

1. **Be on time** for every exam. If you arrive late, your work might not be accepted.
2. **Always be honest.** Cheating or unfair behaviour isn't allowed at any time.
3. **Breaking the rules can lead to disqualification** from one or all of your exams.
4. **Do not bring unauthorised items into the exam room**, including:
  - notes
  - mobile phones, earbuds (like AirPods), smartwatches, tablets, MP3/4 players, smart glasses or similar devices
  - watches
  - **Any pencil case must be clear/see-through.**  Even having these items with you (even if you don't use them) counts as breaking the rules.
5. **Do not use** correcting pens, fluid or tape, erasable pens, highlighters or gel pens.
6. **Once inside the exam room, stay quiet** and don't communicate with other candidates.
7. **Do not write anything offensive or inappropriate.**
8. If you leave the exam room without an invigilator before the exam ends, you cannot return.
9. **Do not borrow anything** from another candidate during the exam.

### B. Before the exam – Be prepared

1. **Know your exam dates and times** and arrive at least **10 minutes early**.
2. **If you arrive late, report to the invigilator immediately.**
3. **If you arrive more than one hour late**, you may not be allowed to take the exam.
4. **Only bring what you are allowed** (pens, pencils, erasers and permitted equipment).
5. **Write clearly in black ink.** Coloured pencils or inks may only be used for diagrams, charts or maps (unless told otherwise).

### C. Calculators, dictionaries & spellcheckers

1. You may use a **calculator unless told otherwise**.
2. If you bring a calculator:
  - check it works and the batteries are good
  - clear anything stored in its memory
  - remove cases or covers with instructions or formulas
  - do not bring instructions or pre-programmed content
3. **Dictionaries and spellcheckers are not allowed** unless specifically stated.

#### D. During the exam

1. **Listen carefully to the invigilator** and follow their instructions at all times.
2. **Tell the invigilator straight away if:**
  - you have the wrong paper or are missing materials
  - the paper is incomplete or badly printed
  - your access arrangements are not correct
3. **Read all instructions carefully** on the paper and answer booklet.
4. **Do not start writing** until you are told to do so.
5. **Write your answers in the correct spaces** in the answer booklet.
6. Use the correct paper for rough work, cross it out, and hand it in with your answers.  
Make sure your **candidate details are on every sheet** you use.

#### E. Help and support

1. If you feel unwell or something may affect your performance, **tell the invigilator**.
2. Raise your hand if:
  - you're unsure what to do
  - you don't feel well
  - you need more paper
3. **Invigilators cannot explain exam questions**, so don't ask them to.

#### F. At the end of the exam

1. Put all answer booklets and extra sheets in the **correct order**, with your details on each one.
2. **Stay seated** until the invigilator tells you to leave.