

## NOTICE TO CANDIDATES

This notice is intended 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 before the date of your examination.

### 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.

### MAKE SURE YOU KNOW THE RULES. ALL POINTS CONTAINED IN THIS NOTICE ARE RULES AND YOU MUST FOLLOW THEM

- You are not permitted to enter for the same syllabus code at two Centres in the same examination session.
- Your centre will advise you of your examination times; and also of any times at which you will be required to attend periods of supervision at the centre before or after your examinations.
- You must be on time for all examinations and periods of required supervision. If you are late for an examination or for a period of required supervision, CIE will not normally accept your work.
- 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 or instruction leaflets, bags, non-transparent pencil cases, personal TVs or computers, electronic or radio communication and/or recording devices including mobile telephones and their cameras, portable music players, or any other material or equipment. Anyone found in possession of any unauthorised material, even if it is switched off and they are not intending to use it, will automatically be disqualified from the subject being taken.
- When held for a period of centre supervision before or after an examination you are not allowed access to any electronic means of communication such as a mobile phone or the internet or any unsupervised contact with persons who have had access to such means of communication. Anyone found in possession of any unauthorised material, even if it is switched off and they are not intending to use it, will automatically be disqualified from the subject being taken.
- You must not take part in any unfair practice either when preparing Coursework, or when taking the examination.
- You must not use correcting fluid, correcting pens, highlighter pens or any similar items.
- You must not talk, communicate in any way with, seek assistance from, give assistance to, or disturb other candidates once the examination has started.
- Smoking is not allowed in the examination room.

### MAKE SURE YOU ATTEND

- Know the dates and times of your examinations and of any periods of centre supervision which you are required to attend.
- Arrive at least 10 minutes before the start of each examination or for any period of required centre supervision.
- 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, or are late for, a period of required centre supervision then CIE will not normally accept your work for the related examinations.
- 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 which you must be complete in pencil (B or HB). You may only use coloured pencils or inks for diagrams, maps, charts etc. You must never use correcting fluid during an examination and you must not use highlighter pens or glue unless they are specifically permitted by the syllabus.
- You must 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, but you must not use a graphical calculator or the calculator function of another device, such as a mobile phone.
- If you use a calculator
  - make sure it works properly
  - make sure the battery is working properly
  - clear anything stored in it prior to the examination
  - 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 or 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 or 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 up your hand up to attract attention. The invigilator will come and assist you.
- You must not ask for, and will not be given, any explanation of the examination questions.

### LEAVING THE EXAMINATION ROOM

- You must not leave the examination room until the invigilator tells you to do so. CIE Regulations may require that you attend a period of centre supervision after an examination. Failure to attend a period of required centre supervision will mean that CIE will not accept your work for the related examinations.
- 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.
- When you leave the examination room you **must leave behind** the question paper, your answer book or 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 in any form or media whatsoever.

**YOU MUST NOT DISCUSS OR DISCLOSE BY ANY MEANS THE CONTENTS OF THE PAPER WITH ANY PERSON WHO HAS NOT TAKEN THE EXAMINATION FOR 24 HOURS AFTER TAKING THE EXAMINATION. IF YOU DO SO YOU WILL AUTOMATICALLY BE DISQUALIFIED FROM THE SUBJECT BEING TAKEN**

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