



## Examination Regulations for students

All students should be aware of the following examination regulations:

- Please place your Student Card face up on your desk.
- Students should be in the Examination Hall/Room 20 minutes before the start of the exam. No student will be admitted to the exam hall more than 30 minutes after the start time of the exam.
- No student will be allowed to leave the examination until 30 minutes has elapsed. Candidates cannot leave the exam centre within the last 15 minutes of an exam. All exams will finish at the time stated in the timetable.
- Each class will be assigned a row in the exam hall, check the sign at the end of each row.
- Students must sign in and sign out when submitting their answer book.
- BIFE examination answer books or exam script must be used for all exams. All other equipment must be brought by the student – calculators, pens, pencils, erasers, etc.
- Students should bring their own calculators. **Mobile Phones are not acceptable for calculating purposes.**
- Students may use a “word to word” dictionary where English is not their first official language. **Dictionaries must be submitted to the exams office the day before the exam and will be given back to the student for the exam.** **Mobile Phones may not be used for translation purposes.**
- These examinations are nationally accredited and BIFE has a responsibility to ensure the integrity of the exams. Any cheating will include sanctions up to and including disqualification.
- No contact with other examination candidates.
- Ensure your name is on all pieces of work for submission and submit all answer books, graph paper, etc.
- All bags, books, notes, coats etc. to be left at the bottom of your row in the exam centre. No valuables should be left in your bag or coat
- No mobile phones can be used in the exam hall. If you have a mobile phone, please leave it in your bag and ensure it is switched off. Any mobile phones brought into the hall are brought in at your own risk.
- No food or drinks are to be consumed in the exam centre, apart from bottled water.
- Raise your hand if assistance is required