



## Examination Regulations for students – Separate Centre

### Before the Exam

- Ensure you know the dates and times of each of your exams.
- **Students should be in Room 22, 20 minutes before the start of the exam.**
- Leave all bags, books, notes, coats etc. at the location designated in the exam centre. No valuables should be left in your bag or coat.
- Leave your mobile phone/smart device(s) in your bag and ensure it/they is/are switched off. Any personal belongings brought into the exam centre are done so at your own risk.
- Ensure all smart devices are removed from your person prior to the exam.
- No student will be admitted to the exam centre more than 30 minutes after the start time of the exam.

### During 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.
- Each student will be assigned a space in the exam centre.
- Students must sign in at beginning of the exam
- **No mobile phones can be used in the exam centre**
- **No smart devices, e.g., watches, ear pods, headphones are permitted in the exam centre.**
- No food or drinks are to be consumed in the exam centre, apart from bottled water.
- BIFE examination answer books or exam paper must be used for all exams and are provided by the centre. All other equipment must be brought by the student – calculators, pens, pencils, erasers, etc. **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 should be submitted to the exam office the day before the exam by the class teacher. **Mobile Phones may not be used for translation purposes.**
- **If you have been assigned extra time you will be allowed 10 additional minutes per hour.**
- **If you have been assigned a reader, they will read the questions for you.**
- **If you have been assigned a scribe, they will write/type your answers for you.**
- These examinations are nationally accredited and BIFE has a responsibility to ensure the integrity of the exams. Any breach of exam regulations will include sanctions up to and including disqualification.
- If you require any assistance raise your hand. Do not attempt to make contact with other examination candidates.

### At the end of the exam

- Ensure your name is on all pieces of work for submission and submit all answer books, graph paper, etc.
- Sign out when submitting your completed exam script.

- You may leave the exam centre when all exam scripts have been collected.