

- 1** | Complete your identification (name, surname) as it appears on your ID/Passport (It should be the same as the one you completed on your application form).
 - 2** | The application will be given well in advance so that you have time to fill it in - follow the instructions and guidelines from your teachers. Keep to the deadlines - late entries will be charged by the examination board you are entering.
 - 3** | Write in capital letters so that it can be read clearly (Changing name/surname or date of birth can result to additional charges from the examination board you are entering).
 - 4** | Dress appropriately and sensibly (hood, caps, hats are also not permitted).
 - 5** | You cannot borrow or lend equipment (ruler, calculator, pencil, rubber) during an exam. It is your responsibility to know what you are entitled and bring it to an exam.
 - 6** | During the examination you must follow the regulations of the relevant examination board.
 - 7** | See below and familiarize yourselves with the following notices.
 - 8** | Bring your ID/Passport with you to each exam. Your statement of entry is not needed (Unless you are an external candidate).
 - 9** | Arrive 30min before the start time of your exam- you will be given instructions approximately 20min before the start and you will be asked to enter the exam room around 15min before.
 - 10** | So not have any unauthorized material in your possession such as electronic devices, smart watches and mobile phones.
 - 11** | Do not attempt to communicate with or disturb any of the candidates once you have entered the exam room.
 - 12** | Leave any used and unused material in the exam room.
 - 13** | Follow the instructions of the invigilator in charge.
 - 14** | Breaking any of these rules will result in your **DISQUALIFICATION!**
 - 15** | You must not be involved in any unfair or dishonest practice before during or after an exam.
 - 16** | **DO NOT** sit an exam in the name of another candidate.
 - 17** | If you are in doubt speak to your invigilator.
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WARNING



NO unauthorised materials

in the exam room, such as:

- . mobile phones
- . smartwatches
- . technology with communication or storage
- . notes or revision materials

Notice to Candidates:

YOU MUST

- . be on time for any exams and any periods of Full Centre Supervision
- . follow the instructions of the invigilator
- . leave all used and unused exam materials in the exam room

YOU MUST NOT

- . have any unauthorised materials in your possessions
- . talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room
- . be involved in any unfair or dishonest practice before, during, or after the exam
- . sit an examination in the name of another candidate

If you have any **unauthorised materials**
or you break any of these **rules** you could be

DISQUALIFIED