



# BBKA Examinations Board

## General Instructions to Candidates

This notice has been written to help you. Read it carefully and do what you are asked. If there is anything you do not understand, ask the Invigilator.

### A. Regulations

#### MAKE SURE YOU KNOW THE RULES

- A1. You must be on time for all Examinations. If you are late, your work might not be accepted.
- A2. You must not become involved in any unfair or dishonest practice in any part of the Examination.
- A3. You must not take into the Examination room any unauthorised material or equipment which might give you an unfair advantage such as notes, calculators, bags, personal TV/stereos, electronic or radio communication devices, including mobile telephones or personal stereo headphones. Possession of unauthorised material is an infringement of the regulations even if you do not intend to use it and will be subject to penalty and possible disqualification. Any pencil cases taken into the Examination room must be transparent
- A4. Correcting fluid/correcting pens must not be used.
- A5. You must not talk to or otherwise communicate with anyone, excepting the invigilator, nor disturb other Candidates once the Examination has started.
- A6. If you are permitted to leave before the end of the Examination, you will not be allowed to return.
- A7. If you try to use any unfair practice, or break the rules in any way, you could be disqualified from all Modules.

### B. Information

#### MAKE SURE YOU ATTEND

- B1. Know the dates and times of your Examinations.
- B2. Arrive at least ten minutes before the start of each Examination.
- B3. If you arrive late for an Examination, report to the Invigilator.
- B4. If you arrive more than one hour after the published start time for the Examination, you will not normally be allowed to take this Examination.

#### BRING WHAT YOU NEED

- B5. Take into the Examination room the pens, pencils, rubbers and any other items you need for the Examination.
- B6. You must write in Black ink or Dark Blue ink. Ballpoint pen is acceptable. A Dark pencil (HB) should be used for diagrams.
- B7. You may not borrow anything from another Candidate during the Examination.
- B8. You may not use a calculator in BBKA Examinations.
- B9. You must not use a dictionary or computer spell-checker for BBKA Examinations.





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### C. Examination Instructions

- C1. Listen to the Invigilator and do what you are asked to do.
- C2. 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.
- C3. Read carefully the instructions printed on the question paper and/or on the answer paper provided. Follow these instructions.
- C4. You will be given 5 minutes before the Examination starts to read the paper. No writing is allowed in this time.
- C5. Fill in the details required on the front of the question paper and/or the answer paper before the start of the Examination.
- C6. Write your answers for Section A on the Examination paper in the space provided.
- C7. Do your rough work only on the proper Examination stationery. Cross it through and hand it in with your answers.
- C8. Cross through any questions answered in error.
- C9. Marks are **not** deducted for incorrect spelling providing the meaning is clear.

### D. Advice and Assistance

- D1. 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.
- D2. During the Examination if : you have a problem and are in doubt about what you should do; you feel ill; you need more paper; then put up your hand.
- D3. You must not ask for, and will not be given, any explanation of the questions.

### E. The End of the Examination

- E1. **You must place all answer sheets in the correct order, number them consecutively on the bottom left hand side of the page and hand them to the Invigilator.**
- E2. You must not leave the Examination room until the Invigilator tells you to do so.
- E3. You must not take from the Examination room any Examination stationery, used or unused, rough work or any other materials provided for the Examination. You must remain under supervision until the end of the Examination.

