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### **Annex 1: Examination Rules**

## Amateur Radio Examinations Foundation, Intermediate and Advanced

These examinations are recognised by Ofcom as the qualifications necessary for the issue of Amateur Radio Licences. It is therefore essential that the standards should be the same for all candidates and that the integrity of the examination must be maintained at all times.

The administration of the Amateur Radio Examinations is carried out by the Radio Society of Great Britain (RSGB); who are also the examination awarding body.

### Preparing for the Examination

#### 1 Safe Custody of Examination Papers and Examination Integrity

**The security of Examination Papers is paramount in protecting the integrity of the examination.**

1.1 The Examination Secretary must check the examination paperwork on receipt and notify the RSGB Examinations Department immediately of any discrepancies.

1.2 The internal envelope containing the Examination Papers must NOT be opened and all the paperwork must be securely locked away until required.

1.3 The RSGB must be informed immediately if the security of the Examination Papers is compromised in any way.

1.4 The internal envelope containing Examination Papers must not be opened until the appointed examination date and time. The envelope containing the Examination Papers **must** be opened in front of the candidates.

1.5 All used and unused papers must be returned to the RSGB after the Examination.

1.6 The Examination Papers are protected by copyright. Reproduction in any form is strictly prohibited.

#### 2 Timing

2.1 Candidates should be in the examination room at least ten minutes before the start of the examination. They should not be allowed into the room until the **First Named Invigilator** is satisfied that the room is correctly prepared, including a clear indication of where each candidate should sit.

2.2 Candidates arriving more than 30 minutes late for examinations will not be admitted. The examination fee may be waived only in special circumstances at the discretion of the RSGB. A report must be made on the Report of Irregular Conduct page of the Amateur Radio Examination Document (EX306).

2.3 Every effort should be made to start the examination on time. The starting time may be varied by up to a maximum of **thirty minutes** but only if there are local problems. Varied times must be shown on the front page of the Amateur Radio Examination Document (EX306) and on the Report of Irregular Conduct page of that document.

2.4 Should the reason for varying the start of the examination not be resolved within 30 minutes (e.g. continuous disruption by noise) then the examination must be abandoned and a new examination request made for another date and time

### **3 Calculators and other resources**

3.1 Silent, battery powered, non-programmable calculators are permitted. The Invigilators may provide spares but are not required to do so.

3.2 All mobile telephones, smart watches and other electronic items (other than a calculator) must be switched off and deposited in a secure place so as not to be accessible during the examination.

3.2 Candidates should provide themselves with a black pen, an HB pencil and a clean soft eraser. The Invigilators may provide spares but are not required to do so.

3.3 No written or printed items are permitted on the candidate's desk (see 3.4) other than the Examination Papers. A mascot is allowed, as are sweets and a drink but excess packaging should be removed before the start of the examination.

3.4 A non-electronic translation dictionary is allowed where appropriate (see Section 8)

### **4 The Examination Room**

4.1 Examination rooms must be registered with the RSGB before any examinations can be arranged and are liable to inspection to ensure the conditions below are satisfied. **NB Inspection of new Examination venues may take several weeks to arrange.**

4.2 Only persons whose presence is required by the examination (i.e. those that have been recorded on the Request for Examination Paper (REP) and Examination Register should be allowed in the examination room immediately before, or during the examination and when local marking is being undertaken. RSGB appointed inspectors and Ofcom officials also have right of admission but their attendance should be recorded on the Report of Irregular Conduct. See also Section 18.

4.3 The examination room must be a suitably quiet, undisturbed location, with adequate space, heating, lighting and ventilation. Should the examination be disturbed by any unexpected noise or other distraction then it may be necessary to postpone the examination. Refer to 2.3.

4.4 No display materials that might help the candidates may be visible in the examination room.

4.5 An accurate clock must be visible to each candidate without turning round.

4.6 A notice at the front of the room must show the actual start, half way and finish times of the examination. If more than one level of examination is being conducted concurrently, then half way and finish times for each examination must be displayed.

4.7 The seating arrangements must be such that the minimum distance between candidates, in all directions, is 1.5 metres (clear space) so that overlooking between candidates, intentionally or otherwise, is prevented.

4.8 The First Named Invigilator is responsible for drawing up a seating plan before the Candidates are admitted to the room. Every effort should be made to ensure that known associates are separated. Where candidates are not known to the Invigilator they should be seated in either candidate number or alphabetical order. The seating plan must include the name and location of each candidate, the direction in which they are facing and the position of invigilators and any readers.

4.9 Wherever possible:

1. each candidate should face the same way.
2. each candidate should have a separate desk that must be of sufficient size to accommodate all the papers needed.
3. candidates who are not working at separate desks must be sufficiently far apart to give at least 1.5m clear space as outlined above.

4.10 The First Named Invigilator must ensure the rules (this booklet) are available to each assistant Invigilator and that a notice is displayed on the outside of every door into the examination room, reading "NO ENTRY EXAMINATION IN PROGRESS QUIET PLEASE".

4.11 All candidates should normally sit in the same room but see also Section 8 Special Needs.

## **5 Invigilators**

5.1 There must be a minimum of two Invigilators present at each examination. Where large numbers of candidates are sitting examinations it is at the discretion of the First Named Invigilator to provide additional Invigilators. However, if the examination is held in a school and the candidates are all pupils of the school, and the Invigilator is a member of the school staff, then a single Invigilator is permitted in line with normal school procedures.

5.2 When readers/writers are provided for candidates with special assessment requirements, an extra Invigilator must also be present. Readers/writers must not also act as Invigilators at any time in that examination. See Section 8 Special Needs.

5.3 Invigilators should be responsible people of at least 18 years of age whose integrity may be relied upon for the conduct of the examination. It is the responsibility of the Examination Secretary to ensure that Invigilators meet the standards required and have the necessary experience to correctly and safely conduct the examination. Invigilators must not be related

to any of the candidates. In the case of children under 18 years of age a parent or guardian may sit in the examination room in view of, but not in close proximity to, their child/ children. Parents/Guardians may not act in any invigilation capacity.

5.4 Invigilators must be familiar with the contents of this document prior to the start of the examination.

5.5. For all examinations the First Named Invigilator may be an amateur, radio club official or other person of standing in the community. **The First Named Invigilator must NOT have been involved with the training or practical assessment of the candidates for the examination being taken, other than as a remote recipient of VHF or HF contacts during the practical assessments.** The RSGB reserves the right to centrally appoint invigilators in certain cases,

5.6 The identity and status (e.g. Regional Manager, Independent) of the Invigilators must be declared when the request for Examination Papers is made to the RSGB.

5.7 Exceptionally, late substitution of an Invigilator may be permitted but this fact and the identity of any substitutes must be reported on the Register and Assessment Sheet (RAS) when the Examination Papers are returned to RSGB. A report must also be made on the Report of Irregular Conduct page of the Amateur Radio Examination Document (EX306).

5.8 Instructors and Registered Assessors who have been involved in the training or practical assessments may act as the Second Named Invigilator.

5.9 It is the responsibility of the First Named Invigilator, to ensure that:

1. the conduct of the examination is correctly observed.
2. Examination Papers (used and unused), the Optical Mark Sheets, the Register and Assessment Sheet (RAS), individual Marking Keys (one per candidate in Foundation and Intermediate examinations only) and Amateur Radio Examination Document are duly completed and signed, and posted to the RSGB no later than the next working day.

## **At the beginning of the Examination**

## **6 Identification of Candidates**

6.1 The First Named Invigilator will invite candidates to enter the room only when it is ready, and will indicate where each candidate should sit.

6.2 Each candidate must be identified to the First Named Invigilator by presenting one or more of the following:

1. a current passport, photo ID driving licence or other legal document showing their name, photograph, printed name and signature.

2. two current legal documents that have their printed name and signature e.g. driving licence, or credit card. The signature should be checked with the signature on the Examination Paper.

3. in the case of candidates under 16 years of age, their Candidate Practical Assessment Record (CPAR) supported by another means of identification e.g. identification by parent, school bus pass, library card, birth certificate, letter from their educational establishment.

**6.3** Before the beginning of the Foundation and Intermediate Examination each candidate must present their completed Candidate Practical Assessment Record (CPAR) authenticated by an RSGB Registered Assessor. Candidates with a disability may have been granted an exemption from certain items, see Section 8 “Special Needs”. Candidates unable to provide a CPAR cannot be allowed to sit the examination.

6.4 If there is any doubt as to the validity or completeness of a CPAR (e.g. not signed by a recognised registered assessor, or non-completion of all the required tasks) then the Invigilator must record an irregularity and allow the candidate to sit the examination. In such cases, the candidate must be warned that the CPAR will be forwarded to the Exam Department together with the rest of the examination paperwork and the irregularity will be investigated which may result in:

- the candidate’s paper not being centrally marked by the Examination Department and
- The candidate result not being issued. Any resit by the candidate will require the normal fee to be paid.

## **7 Examination Papers and Other Materials**

7.1 Each Foundation candidate will be provided with a personalised copy of:

- their Examination Paper.
- their Optical Mark Sheet.
- Reference Data for use in Foundation Level Examination.

7.2 Each Intermediate candidate will be provided with a personalised copy of:

- their Examination Paper.
- their Optical Mark Sheet.
- Reference Data for use in Intermediate Level Examination.

7.3 Each Advanced candidate will be provided with a personalised copy of:

- their Examination Paper.
- their Optical Mark Sheet.
- Reference Data for use in Advanced Level Examination.

7.4 Examination Papers and Optical Mark Sheets are personalised and **MUST** be given to the named individual.

7.5 No extra paper should be given to the candidates; all calculations etc. should be written on the spare space available on the reverse of the Examination Papers. If any other document is written upon (e.g. Data Booklet) it must be locally destroyed or returned to HQ

## 8 Special Needs

8.1 Clubs, Trainers and Exam Centres MUST identify the candidate's needs as soon as possible and discuss them with the RSGB Examinations Department. It may be necessary to have written advice from the candidate's health or educational professional as to the nature of the disability. Suggestions as to how best the examination can be run to help the candidate are to be welcomed. This advice is to allow the RSGB to identify what reasonable adjustments can be made to assist the candidate in the examination. Discussions can take a number of weeks to agree the appropriate actions. Late notification of special needs is likely to result in a delay in arranging the examination.

8.2 The facility afforded for candidates with disabilities to take the Amateur Radio Examination in their own homes is provided only in order to make the examination available to those who are physically unable to attend an examination venue. Again, written confirmation from the candidate's health or other local professional will be required.

8.3 Whilst Invigilators will wish to put the candidates at ease, they must not allow a overly sympathetic approach to affect the conduct of the examinations.

8.4 Candidates who cannot read or write may have a reader and/or writer to read the questions to them and mark their given answer. The reader/writer must not be a radio amateur, relative or peer of the candidate and must be at least 18 years of age. The identity of the proposed reader/writer MUST be declared to the RSGB in advance. At its discretion, for any examination, the RSGB may appoint a nominated reader/ writer from a central bank of approved & qualified volunteers.

8.5 A reader may only read the question and answers as written and may not explain or interpret the questions and answers. Each candidate requiring the services of a reader, writer or prompter needs to be in a separate room and **an additional invigilator will be required** in that room as well as the two in the main examination room.

8.6 Candidates with special examination requirements are catered for according to their individual needs. For example:

1. Examination Papers without diagrams can be produced for the registered blind or partially sighted.
2. Examination Papers can be printed onto coloured paper for candidates with dyslexia.
3. 25% extra examination time is allowed when a reader/ writer is required.
4. 25% extra examination time is allowed when a candidate whose first language is not English has been in the UK for less than 2 years.
5. a non-electronic translation dictionary is allowed.

**Such facilities MUST be requested and authorised before the examination can take place.**

8.7 Only facilities authorised and shown on the Register and Assessment Sheet may be provided and unauthorised provision will result in that candidate's examination being invalidated.

## **9 Starting the Examination**

9.1 Before candidates start the examination the First Named Invigilator must:

1. Inform the candidates of the appropriate action to be taken in the event of an emergency e.g. fire alarm.
2. Ensure that candidates are seated in accordance with the seating plan.
3. Read out the rules to the candidates contained in EX306 'Amateur Radio Examination Document' provided in the Examination Envelope. These rules are repeated in Annex 1 to this booklet.
4. Check that candidates have all the necessary materials to complete the examination.
5. Check that no unauthorised materials are present on or around the desks.
6. Instruct candidates that they may not leave the room until half of the examination time (or 30 minutes in the case of Foundation Level) has elapsed or in the last ten minutes to avoid distracting remaining candidates. Candidates wishing to leave should raise their hand and wait quietly until they are told they may go by an invigilator.
7. Open the envelope containing the Examination Papers in front of the candidates and issue the papers to the candidates.
8. Draw the candidates' attention to the instruction on the front of the Examination Paper and Instruct candidates to sign their Examination Paper and OMS.
9. Ensure an invigilator compares the signature of those candidates presenting non-photographic identification with the signature on that identification.
10. Remind the candidates that their answers should initially be marked in pencil on the Optical Mark Sheet. Errors should be corrected using their eraser. When they are satisfied that their answers are final, they should INK IN the answer box on the Optical Mark Sheet using a black pen. The candidates must also be reminded that the Optical Mark Sheet must be completed in ink within the time allowed for the examination.
11. Advise candidates that the OMS must have no other markings made on it apart from their intended responses.

12. Announce clearly when the candidates may begin writing and the time the examination will finish.

## **During the Examination**

### **10 Supervision of Candidates**

10.1 Invigilators must be alert and observe the candidates at all times during the examination.

10.2 Invigilators must not read or carry out other duties during the examination.

10.3 If a candidate needs to leave the examination room because of a personal indisposition an Invigilator must accompany them as far as the door to the toilets, and take reasonable steps to ensure that they do not:

- speak to anyone else.
- consult any notes.
- make a telephone call.
- breach the security of the examination whilst they are out of the room.

10.4 Candidates may not leave the examination room until 30 minutes (Foundation) or half of the examination time has passed (Intermediate and Advanced) or in the last ten minutes when candidates will be transferring their answers to the Optical Mark Sheet.

### **11 Irregular Conduct**

11.1 Examples of Irregular Conduct include:

- Varied Start time due to local difficulties.
- Late entry of candidates due to late arrival.
- Last minute change of Invigilator.
- Last minute change of venue.
- Inspection by RSGB/Ofcom.
- Candidate misconduct.
- Candidate report of invalid exam question (record reference number of the item and the nature of the challenge).
- Any act, intentional or otherwise, conferring or appearing to confer an unfair or unpermitted advantage to a candidate or group of candidates.

- Fire alarm/emergency evacuation.

11.2 Failure to record relevant details on the Report of Irregular Conduct Page is itself irregular conduct.

11.3 Cases of irregular conduct must be dealt with as they occur and recorded in the Amateur Radio Examination Document. (See 11.1 for examples of irregular conduct.)

11.4 Wherever practicable, the First Named Invigilator should remove and retain any unauthorised material discovered in the possession of the candidate.

11.5 If, after the examination has finished, a candidate (or parent) demands the return of confiscated items, s/he must be warned that this may prejudice any appeal. Details are to be recorded on the Report of Irregular Conduct page of the Amateur Radio Examination Document .

11.6 The candidate will normally be allowed to complete the examination but their Optical Mark Sheet must be annotated "Irregular Conduct" at the top. The candidate warned that acceptance of the Examination Paper is entirely at the discretion of the RSGB

11.7 Invigilators must not mark individual 'Irregular Conduct' papers or give candidates an indication of the result. Examination Papers and Optical Mark Sheets must be returned to the RSGB together with a report of the incident. The candidate should, after the examination, be given a written note informing them that a report of "Irregular Conduct" will be made together with the address of the RSGB. (Use back of Feedback form.) In the case of children, the note should be given to the parent/guardian together with an explanation of what has happened.

11.8 The First Named Invigilator, after consulting with the Second Named Invigilator, has the authority to expel a candidate from the examination room, if their continued presence would be disruptive to the other candidates. Should this occur, children must not be left unsupervised.

11.9 Where it is considered desirable, the RSGB may impose additional requirements to ensure impartial invigilation of the exam.

11.10 Where evidence of irregular conduct surfaces after the examination the processing of results will be suspended pending resolution.

11.11 In all cases the standard of proof of irregular conduct shall be 'beyond reasonable doubt'. It is not necessary to show absolute proof.

11.12 Where malpractice such as collusion is suspected any examination result reasonably suspected of being unsafe may be void and the candidate(s) required to re-sit the examination at their expense.

11.13 The 'The Handling of Irregularities and Appeals' document ( available from the RSGB website) gives further details on the handling of irregularities and the appeal process.

## **12 Emergencies**

12.1 In the event of an emergency affecting a single candidate, the candidate, wherever possible should be assisted to leave the examination room. They should be accompanied at all times, as their welfare requires.

12.2 In the event of an emergency requiring evacuation of the examination room/building it should be performed in accordance with local instructions.

12.3 If the examination room or building is evacuated, consideration should be given to:

1. whether the examination needs to be abandoned.
2. supervising the candidates as closely as possible so as to ensure there is no collusion.
3. whether there is merit in a phased or delayed evacuation, with candidates taking the Examination Papers with them so the examination may be completed elsewhere.

12.4 If the examination can be resumed, in the examination room or elsewhere, candidates should be given time to compose themselves and be allowed the full time remaining.

12.5 If the First Named Invigilator is satisfied that the overall integrity has been maintained and candidates have not been treated adversely, papers may be marked and results issued in accordance with these guidelines. If any uncertainty exists, the results should not be issued.

12.6 A full report of the emergency must be recorded as Irregular Conduct in the Amateur Radio Examination Document. Any withheld marks will be issued within 10 days (28 days for Advanced).

## **Ending the Examination**

### **13 Finishing the Examination**

13.1 Ten minutes before the end of the examination the First Named Invigilator must inform the candidates of the time remaining and remind them of the need to complete the Optical Mark Sheet in black ink. At the end of the examination candidates should be told to stop writing.

13.2 Optical Mark Sheets, Reference Data Booklets and Examination Papers must be collected whilst any remaining candidates are still seated.

13.3 For Foundation and Intermediate Examinations collect the Optical Mark Sheets in preparation for local indicative marking.

13.4 Candidates question papers are to be inserted into the provided envelope – don't seal at this time.

13.5 For Advanced Examinations both the Examination Papers and Optical Mark Sheet must be sealed in front of any remaining candidates.

13.6 The First Named Invigilator should then announce that any remaining candidates must leave the room.

13.7 Reference Data Booklets are to be destroyed by the Invigilators to prevent any information about the Examination Items being removed from the Examination Room.

## **14 Marking of the Examination Papers**

14.1 Foundation and Intermediate Examination Optical Mark Sheets are used as the basis for local indicative marking.

14.2 No candidates are permitted to be present in the room during marking.

14.3 Invigilators must mark Foundation and Intermediate examinations using the supplied Marking Keys (one for each candidate). The Feedback Sheets should be marked for each question as “correct” or “incorrect” with a tick or cross respectively. Under no circumstances should any marks be made on the Optical Mark Sheet.

Results within 2 marks of the pass mark must be re-checked.

14.4 The Examination Papers, Marking Keys and Optical Mark Sheets **must** then be sealed in the brown envelope provided with the First and Second Named Invigilators signatures across the seal. These documents are confidential between the candidate and the RSGB and are **not** to be copied in any way. Only after this has been done are the candidates to be re-admitted to the room.

14.5 The envelope sealed at 14.4 together with the Amateur Radio Examination Document (EX306) and RAS should be sealed in the outer return envelope after the First Named Invigilator has had the opportunity to enter any final comments on the Amateur Radio Examination Document (e.g. a challenge by a candidate). This envelope must be posted to the RSGB no later than the next working day.

## **15 Issuing of Results**

15.1 If all candidates are indicated as being successful by the indicative marking they may be informed as a group, otherwise they shall be informed in private of their indicative mark. Candidates should be reminded that the official results are issued by the RSGB Examinations Department based on the Optical Mark Sheets after the results have been uploaded to Ofcom.

**This central marking process will take up to 10 working days plus postal delays and candidates should not call RSGB Examination Department until at least 14 days have elapsed.**

## **16 Re-sits**

16.1 Unsuccessful candidates may re-sit the examination. The normal application process applies, which means that it will normally be at least two weeks before a candidate can re-sit the examination. Re-sits for the Advanced level may take longer to arrange as examinations are held on fixed dates. Results are usually issued in time to register for the next available sitting.

## **17 Dispute Procedures**

17.1 In the event of doubt about the validity of a question or the correctness of the answer, the question should be challenged by giving the question number and the reason for the challenge on the Report of Irregular Conduct in the Amateur Radio Examination Document

- For Foundation and Intermediate Examination Papers, Invigilators must mark the candidate's answers according to the marking key supplied even if the answer is thought to be wrong.
- Candidates may subsequently challenge a question and this should be made in writing to the RSGB Examinations Department within 5 days of the examination. Any undue delay may prejudice the appeal.
- The RSGB Examinations Group will collect evidence and rule fairly concerning challenges to questions, in accordance with current educational and legal standards.

17.2 Candidates may also appeal regarding the conduct of the examination and should do so to the RSGB Examinations Department within 5 days of the examination date. Any undue delay may prejudice the appeal.

- The RSGB Examinations Quality Assurance Manager will collect evidence and rule fairly, in accordance with current educational and legal standards.

17.3 A decision of the RSGB Examinations Quality Assurance Manager / Examinations Group is final, unless it is appealed on the grounds of unfair or improper procedures. There is a fee for such an appeal, returnable if the appeal is upheld. Further advice is available from the Examinations Department at the RSGB

## **18 Examination Spot Checks**

18.1 The RSGB and Ofcom may appoint local Inspectors to scrutinise the conduct of examinations. These inspections take place without prior notice to ensure security. Appointed Inspectors must be allowed immediate access to ALL examination facilities in order to inspect the following:

1. Secure custody of Examination Papers and that the seal is intact immediately prior to the examination.

2. Identification of candidates and Invigilators present.
3. Conduct of the examination.
4. Examination room.
5. Conduct of local marking (for Foundation and Intermediate).
6. Sealing of the return envelope.

18.2 The purpose of the inspection is to ensure that the proper procedures are being followed and not to interfere or take over the conduct of the examination. Nonetheless, if an irregularity is noted which may prejudice the integrity or validity of the examination, the Inspector may advise the First Named Invigilator immediately so that, if possible, remedial action may be taken and the examination permitted to continue.

18.3 If an irregularity is found that cannot be rectified (such as an examination envelope being found prematurely open), then there may be no option but to suspend the examination. Either the First Named Invigilator, or the Inspector should inform the candidates. If the examination has started, then it should normally be allowed to continue without disruption unless the safety of the candidates or officials is in jeopardy.

18.4 Each examination fee paid to the RSGB will be held over for 6 months and applied to a future examination by that candidate. Local fees (such as hall hire) are a matter between the club/centre and the candidates.

18.5 Failure to immediately admit an inspector or holding the examination at a different time or place without a proven good reason will result in automatic disqualification of that examination.

## **Annex 1: EXAMINATION RULES MUST BE READ TO CANDIDATES BEFORE THE EXAMINATION**

### **Time allowed for Examination:**

**Foundation 55 minutes      Intermediate 1 hour 25 minutes      Advanced 2 hours**

- You must not have any notes, books or other information with you. If you have brought anything into the room, you must give it to an Invigilator before the examination begins.
- All mobile telephones, smart watches and other electronic items (other than a calculator) must be switched off and deposited with the invigilators until the end of the examination.
- You may use a silent non-programmable calculator.
- Any calculations may be done on the reverse side of the Examination Paper, no marks other than shading of the answer boxes may be made on the Optical Mark sheet ( OMS)
- Sweets and drinks are allowed, please consume quietly and remove excess packaging.
- You must not communicate with anyone in any way, apart from an Invigilator.
- If you do have any problems and need to speak to an Invigilator, please put up your hand to attract attention. Do not make a noise or disturb other candidates.
- If you need to leave the examination room because of a personal indisposition an Invigilator will accompany you as far as the door to the toilets.
- Your answers must be all your own work and invigilators will not be able to explain questions.
- After the Examination Papers have been given out, you must not leave the room until 30 minutes ( Foundation) or half of the examination time has passed (Intermediate and Advanced) or in the last ten minutes when candidates will be transferring their answers to the Optical Mark Sheet.
- If you do finish your work and wish to leave after the prescribed time, please raise your hand to attract the Invigilators' attention.
- Please leave the room quietly, so as not to disturb other candidates. Please also make sure that you have handed your work over to an Invigilator.
- You must sign both the Examination Paper and Optical Mark Sheet in pen.
- Your final answers **MUST** be made in black pen by shading in the lettered box on the Optical Mark Sheet (OMS). Prior to that, you may want to use pencil to mark your preferred answers, either on the examination paper or the OMS, before finally shading the answers in, in pen on the OMS towards the end of the time allowed.
- If you change your mind whilst the mark is still in pencil, rub out the shading and shade another box. You must not use correcting fluid.
- Once you have inked-in your answer you cannot change it.
- Breaches of the examination rules may result in disqualification or other sanction .If you wish to appeal against the conduct of the examination, you should do so within five days of the examination.