

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, especially which calculator you may use, ask your teacher for an advise.

REGULATIONS

Make Sure You Know The Rules

- A candidate is not permitted to enter for the same syllabus code at two Centres in the same examination session.
- You must be on time for all examinations. If you are late, your work may not be accepted.
- You may take into the examination room only the materials and equipment which are allowed. You must not take into the examination room calculator cases/instruction leaflets, bags, non-transparent pencil cases, personal TVs or computers, electronic or radio communication devices including mobile telephones, portable music players, or any other material or equipment. Anyone found in possession of any unauthorised material, even if you do not intend to use it, will be automatically disqualified from the subject being taken.
- You must not take part in any unfair practice either when preparing Coursework, or when taking the examination.
- Correcting fluid/correcting pens must not be used.
- You must not talk, communicate in any way with, seek assistance from or give assistance to, or disturb other candidates once the examination has started.
- Smoking is not allowed in the examination room.

INFORMATION

Make Sure You Attend

- Know the dates and times of your examination(s).
- Arrive at least 10 minutes before the start of each examination.
- If you arrive late for an examination, report to the invigilator(s) running the examination. If you arrive after the examination has ended, you will not automatically be allowed to take it.
- If you miss an examination without good reason, you will not normally be given a grade in the subject.

Provide What You Need

- Leave outside the examination room, or with the invigilator, anything that you do not need or which is not allowed.
- Take into the examination room the pens, pencils, rulers and any instruments that you need for the examination.
- You must write in blue or black ink except for multiple choice papers that must be completed in pencil (B or HB). Coloured pencils or inks may be used only for diagrams, maps, charts only if indicated on a question papers. Correcting fluid or tape must never be used during an examination and highlighter pens or glue must not be used unless specifically permitted by the syllabus.
- You may not borrow anything from another candidate during the examination.
- Calculators, Dictionaries and Spell-checkers
- You may use a calculator, unless you are told that you may not do so.
- If you use a calculator
 - make sure it works properly
 - make sure the battery is working properly
 - clear anything stored in it
 - do not bring into the examination room any operating instructions or prepared programs
- You must not use a dictionary or computer spell-checker, unless you have been informed before the examinations that you may do so.

Examination Instructions

- Listen to the invigilator and do what you are asked to do.
- 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.
- Read carefully and follow the instructions printed on the question paper and/or on the answer book/answer paper.
- Fill in the details required on the front of your question paper and/or answer book/answer paper before the start of the examination.
- Do any rough work on the examination stationery provided. Cross it through and leave it on your desk when you leave.

Advice and Assistance

- If on the day of the examination you feel that your work may be affected by illness or any other reason, tell the invigilator.
- If during the examination you have a problem and are in doubt about what you should do, please raise your hand, the invigilator will come for your assistance.
- You may not ask for, and will not be given, any explanation of the examination questions.

Leaving the Examination Room

- If wish to leave the room temporarily, you must be accompanied by an invigilator. You are not allowed to leave the room before the **Key Time** has passed.
- If you have used more than one answer book and/or loose sheets of answer paper, you must place them in the correct order. Fasten them together before you leave.
- You must not leave the examination room until the invigilator tells you to do so.
- When you leave the examination room you must leave behind the question paper, your answer book/answer paper, rough work, and any other (used or unused) materials provided for the examination.

WARNING

- If you cheat, try to use any unfair practices or break the rules in any way, you may be reported for a malpractice.

Information for candidates

To help maintain the security of our exams you must share this information with your candidates.

Coursework

Coursework provides you with an opportunity to do independent research into a topic that interests you. You will probably look for information in published sources, images, and via multimedia, including the internet. Using information from all these sources is a good way to show your knowledge and understanding. Take care how you use this information – do not copy it and claim it as your own work.

What can I do to be academically honest?

- Make sure that you understand all instructions given to you. Ask your teacher if you are not sure.
- Learn how to correctly reference your work. Include references for all sources you have used, not just books but also internet sites, images etc.
- If you work within a group, make sure that your contribution is your work, using your ideas.
- Acknowledge the work of others.
- Allow enough time to finish your work so you are not tempted to rush and leave out references.

What you must not do

- Do not allow others to have access to your work. You will be held responsible if it is copied.
- Do not copy another person's work and pretend it is your own. This includes the work of other students, books, images and web pages. This is known as plagiarism.
- Do not make up or invent data or findings. This is called fabrication.
- Do not accept help and input from another person, or work collaboratively when this is not permitted; for example, working with a classmate on an assignment and then submitting it as entirely your own work. This is called collusion.

Full Centre Supervision

Your exam board, Cambridge International, has candidates in over 160 countries. It is really important that question papers are kept secure so that the exam is fair and that all candidates get the marks they deserve. To help keep the question papers secure the exam board asks your centre to supervise you at particular times around your exam. We call this 'Full Centre Supervision'. You must follow the rules for Full Centre Supervision. If you do not, you may not be allowed to take the exam, your paper may not be marked or your results may be cancelled.

Full Centre Supervision rules

- Full Centre Supervision sessions can take place before or after your exams. You must attend all sessions and arrive in good time.
- Your centre will tell you the dates, times and venues of your Full Centre Supervision sessions.
- If you arrive late, report directly to the person in charge of the session.
- You are not allowed to have mobile phones or use any communication device, including the internet, during Full Centre Supervision.
- You can have books and revision notes with you during Full Centre Supervision, but you

must not take them into the exam)

- You can talk to each other during Full Centre Supervision, but you must not during the exam.
- Do not leave the room until you are given permission to do so.
- If you need to leave the room you must be supervised by a member of staff.
- If you feel unwell during Full Centre Supervision tell the person in charge of the session.

Notice to Candidates

Know the rules before you take your examinations

1. You **must** be on time for all your examinations and any required periods of supervision.
2. You **must** bring the equipment you need to the examination e.g. pens, pencils and rulers.
3. You **may** use a calculator unless you are told not to do so, but you **must not use the calculator function of another device**.
4. You **must not** become involved in any unfair or dishonest practice before, during or after the examination.
5. You **must not**:
 - Sit an examination in the name of another candidate.
 - Have unauthorised material, including electronic devices and mobile phones in the examination.
 - Have any equipment in the examination which might give you an unfair advantage.



6. Having unauthorised material in the examination is breaking the rules, even if you do not intend to use it. If you have any unauthorised material, you may be penalised or disqualified.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
8. You **must** follow the instructions of the invigilator.
9. If you are in any doubt speak to the invigilator.
10. You **must** leave the question paper, your answer book or answer paper, rough work and any other (used or unused) materials in the examination room.