



## Examination Regulations for students in separate centres

All students should be aware of the following examination regulations:

- Please place your Student Card face up on your desk.
- Students should be in Room 22, 20 minutes before the start of the exam. No student will be admitted to the exam centre more than 30 minutes after the start time of 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. All exams will finish at the time stated in the timetable.
- Students must sign in and sign out when submitting their answer book.
- BIFE examination answer books or exam script must be used for all exams. All other equipment must be brought by the student – calculators, pens, pencils, erasers, etc.
- Students should bring their own calculators. **Mobile Phones, Smart Watches and Smart Devices are not acceptable for calculating purposes.**
- **All smart phones, watches and devices should be powered off and left in bag at back of centre**
- **Earphones/headphones and ear pods are not permitted.**
- Students may use a “word to word” dictionary where English is not their first official language. **Dictionaries must be submitted to the exams office the day before the exam and will be given back to the student for the exam.** **Mobile Phones, Smart Watches and Smart Devices 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 cheating will include sanctions up to and including disqualification.
- No contact with other examination candidates.
- Ensure your name is on all pieces of work for submission and submit all answer books, graph paper, etc.
- All bags, books, notes, coats etc. to be left at the bottom of your row in the exam centre. No valuables should be left in your bag or coat
- No mobile phones, Smart Watches or Smart Devices can be used in the exam hall. If you have a mobile phone, Smart Watches or Smart Device please leave it/them in your bag and ensure they are switched off. Any mobile phones, smart watches/devices brought into the hall are brought in at your own risk.
- No food or drinks are to be consumed in the exam centre, apart from bottled water.
- Raise your hand if assistance is required