

EXAMINATION LEARNER INSTRUCTIONS

1. Mobile phones and/or internet-enabled devices must be switched off and placed in a designated area. If a learner is found to have a mobile phone and/or internet enabled device, that is switched on, in his/her possession, it will be confiscated, recorded as a breach of the examination and investigated. Penalties may be imposed on the learner.
2. Bags and personal belongings including notes and folders must be placed out of the reach of each learner.
3. No learner will be admitted to the examination once 25% of the specified duration of the examination has elapsed.
4. No learner may be authorised to leave the examination until 25% of the specified duration of the examination has elapsed.
5. No learner will be authorised to leave the examination in the final 10 minutes.
6. Learners will not be permitted to temporarily leave the examination and return during the examination period unless the reason is genuine (eg illness). Learners who are permitted to temporarily leave the examination will be in the care of the centre's Assessment Attendant.
7. When a learner temporarily leaves the examination, they must not take any examination materials with them.
8. Learners who have finished their work and are permitted to leave the examination room must hand in their work before they leave the examination. These learners must not be allowed to re-enter the examination.
9. Lost time must not be compensated for at the close of the examination period.
10. Strict silence must be observed in the examination.
11. Learners must make sure that they have the correct examination instructions (eg examination paper, task list etc).
12. A learner should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination.
13. A learner shall not, while in the examination
 - Use, or attempt to use, any book¹, memorandum, notes or paper (except the examination paper and such answer books, etc., as shall have been supplied to

¹ Exceptions include resources specifically required for the assessment event (eg dictionary, maths formulae and log table etc.)

him/her by the Invigilator) or

- Aid, or attempt to aid, another learner; or
- Obtain, or attempt to obtain, aid from another learner, or Invigilator; or
- Communicate, or attempt to communicate, in any way, with another learner within the Centre or by electronic means with a person outside the centre

14. A learner shall:

- Not take out, or attempt to take out, of the examination, any answer books, whether used or unused,
- Not take out the examination paper (if applicable)
- Not damage the examination premises or its furniture

If a learner violates any of the above, it will be recorded as a breach of the examination and will be investigated. Penalties may be imposed on the learner