

**General Examination  
Instructions**

- 1 The dates and times of all summative written examinations will be published on the Summative Examination Timetable early in the academic year. All students are expected to consult this Timetable and to make a note of their examinations as soon as the dates are available.
- 2 For all written examinations, you will be issued with a Briefing Sheet a few weeks before the examination. You should read the Briefing Sheet carefully. It will have important information about the examination, including full details about the date, time and venue.
- 3 You must ensure that you arrive at the examination venue at least 15 minutes prior to the start of the examination. The examination will start promptly at the designated start time. Anyone who arrives late but within 30 minutes of the start will be permitted to sit the examination at the discretion of the invigilator, but will not be allowed any extra time. Anyone who arrives more than 30 minutes late, will not be permitted to sit and will be marked as absent.
- 4 If the examination venue is not familiar to you, you are advised to visit it prior to the day of the examination so that you become more familiar with the route and the layout of the building.
- 5 It is the responsibility of each student to bring the items listed below to the examination. Spares will not be supplied or made available at the venue:
  - a. Pearson student ID card: this must be put on your desk during the examination and will be inspected;
  - b. Pens and other usual writing materials. You must use blue or black ink.
  - c. Any Permitted Materials and/or equipment which you wish to use.
- 6 Any Permitted Materials which you bring to the examination must be a clean copy, free from any annotations. You are permitted to mark pages in the Permitted Materials by using tabs such as post-it notes or similar, provided the tabs are clean and free from any annotations. Permitted Materials and equipment will be inspected by invigilators during the examination.
- 7 There will be a clock at the examination venue but we cannot guarantee that it will be visible from every seat. You are therefore advised to bring a clock or watch. Do not rely on your mobile phone to keep time, as you are not permitted to have this on your person during the examination (see below).
- 8 Mobile phones, smart watches and other electronic devices are NOT permitted in the examination hall. If you bring a mobile phone or other electronic device, it must be

switched off and left in your bag at the place designated for coats and bags. Anyone who is found to have a mobile phone, smart watch or other electronic device on their person during the examination will be presumed to be cheating.

- 9 Calculators: if use of a calculator is permitted during the examination, you will be provided with a calculator model Casio fx-83GT PLUS. You are permitted to bring your own calculator provided it is the same model. You are not permitted to bring any other calculator into the examination room.
- 10 You are advised not to bring valuables to the examination. Although there will be space for the storage of bags and coats during the examination, Pearson College cannot take responsibility for any loss or damage to your property during the course of the examination.
- 11 You may bring a non-carbonated drink and/or cold snack to the examination but please be considerate of other candidates. Do not bring anything that will create noise and/or smells.
- 12 Once the examination has started, you will not be permitted to leave the hall during the first 30 minutes and final 30 minutes. If you do leave you will not be permitted to return. The only exception to this rule is that candidates are permitted to go to the toilet and return to the examination. Any candidate wishing to go to the toilet must follow the instructions of the invigilator.
- 13 If you have an agreement for special examination arrangements on account of additional learning needs, you will be sent a personalised briefing sheet. Please note that you may be required to attend a different venue.