Examination DOs and DON’Ts

**DO**
- Arrive 20 minutes before the start of your exam
- Check the seating plan on display to determine where your seat is in the room.
- Read carefully the instructions on the front of your exam paper
- Cross through your rough notes
- Complete the question numbers you have answered on the front page of the script booklet / cover sheet
- Complete your candidate details on the front of each script booklet / cover sheet: candidate number, exam and paper
- Use black ink – never pencil

**DO NOT**
- Arrive just as your exam is scheduled to start
- Enter the room until instructed to do so by the exam room supervisor
- Leave the exam within the first twenty minutes
- Open or turn your question paper until instructed to do so by the Invigilator. This includes writing notes on the rough pads.
- Write your name on the front of the script booklet / cover sheet

Examination conduct

**DO**
- Raise your hand to attract the attention of an invigilator if you have a question or if you suspect there is a mistake on the exam paper
- Raise your hand and wait for an invigilator if you need to leave the room, e.g. in case of illness

**DO NOT**
- Communicate with any person during the exam, other than the invigilator
- Leave the room unless permitted by the invigilator

The end of the examination

**DO**
- Listen carefully to the announcements made by the invigilator as they may also announce restrictions on removal of question papers.
- Place all rough notes in the bins by the exit

**DO NOT**
- Remove any paper from the exam room with the exception of the question paper (where allowed)
- Leave your desk in an untidy state