

Notice to Candidates

Make sure you 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** provide what you need e.g. pens, pencils and rulers.
3. You **may** use a calculator unless you are told not to do so. 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 in your possession any unauthorised material, including electronic devices and mobile phones
 - have in your possession any equipment which might give you an unfair advantage.



6. Possession of **a mobile phone or other** unauthorised material is breaking the rules, even if you do not intend to use it. If found in possession of unauthorised material, you will be subject to penalty and possible disqualification.
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**, when leaving the examination room, leave behind the question paper, your answer book or answer paper, rough work and any other (used or unused) materials.

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 Examinations, 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.

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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.
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