

# Notice to candidates

This notice contains important rules and regulations for the day of the exam.

Please read it carefully. If there is anything you do not understand, ask your teacher or supervisor.

## ✓ YOU MUST ...

**Provide an original, valid, current and not expired photographic ID** (for example, passport or government-issued identity card) at every paper, otherwise you will not be allowed to sit the exam.

**Only have on your desk what you need** to complete the exam (pens, pencils and erasers).

**Stop writing** immediately when told to do so.

**Wait until the supervisor** has collected your candidate login or question paper, answer sheet(s) and any extra paper before you leave your seat.

## ✗ YOU MUST NOT ...

**Keep any electronic items** (mobile phones, digital sound recorders, smart watches, cameras etc.) in the exam room or access these items during any breaks throughout the exam.

**Have on your desk or on your person** any materials which could help you, otherwise you may be disqualified.

**Cheat, copy, give** anything to or take anything from another candidate.

**Talk to, signal to or disturb** other candidates during the exam.

**Use, or attempt to use,** a dictionary.

**Use erasable pens,** correction fluid or tape on any exam materials.

**Smoke, eat or drink** in the exam room, apart from water in a clear plastic bottle.

**Leave the exam room** for any reason without the permission of the supervisor.

**Take any question papers,** answer sheets, candidate logins or extra paper out of the exam room.

**Make any noise** near the exam room.

## Advice and information

### Make sure you are on time

- Know the date, time and place of your exam and arrive well before the scheduled start time.
- If you arrive late for any part of the exam, report to the supervisor. In some cases you may be allowed to take the exam. Please check your centre's policy for late arrivals.
- If you are admitted late, not all of your work may be accepted. Your centre will explain the regulations.
- If you miss any part of the exam, you may not be given a result.

### Advice and assistance during the exam

- Listen to the supervisor and follow the instructions.
- If you are not sure about what to do, raise your hand. The supervisor will come to your assistance.
- You must not ask for, and will not be given, any explanation of the questions.
- If you do not feel well on the day of the exam or think that your work may be affected for any other reason, tell the supervisor immediately. If appropriate, the centre will report this to Cambridge Assessment English for consideration when deciding your result.

### For paper-based exams

- Read carefully and follow the instructions on the question paper and answer sheet.
- Tell the supervisor immediately if:
  - your personal details on the answer sheet are wrong
  - you think you have been given the wrong question paper
  - the question paper is incomplete or badly printed
  - you cannot hear the Listening exam.

### For computer-based exams

- Read carefully and follow the instructions on the screen.
- Tell the supervisor immediately if:
  - your personal details on the screen are wrong
  - you think you have been given the wrong exam
  - the on-screen questions are incomplete or poorly presented
  - your headphones are not working.

**THIS NOTICE MUST BE VISIBLY DISPLAYED OUTSIDE (NOT INSIDE) THE EXAM ROOMS**

Use for all Cambridge English Qualifications (except Pre A1 Starters, A1 Movers and A2 Flyers) and TKT and Delta Module 1 from Cambridge English Teaching

## Disqualification warning

If you cheat, use any unfair practice or break the rules, you may be disqualified.