

EXAMINATION ADMISSION RULES

Please ensure you have read and understood these rules together with the examination policies which can be found at www.cii.co.uk/exampolicies

By entering this examination you agree to be bound by these rules and examination policies.

Any breach of the following rules and examination policies may result in your disqualification, not only from the paper you are sitting and any papers you have already sat, but also from all future examinations, either for a period of years or indefinitely.

1. BEFORE ATTENDING YOUR EXAM

If you have a disability or have a condition or characteristic you wish the CII to consider for the purposes of making reasonable adjustments you should apply in writing to Customer Service. Medical evidence will be required.

CCTV is in operation at some of our testing centres for a number of reasons including to monitor examination performance and fulfil our disciplinary and regulatory functions. By attending the examination, you are giving your consent to being recorded.

2. YOUR ADMISSION DOCUMENT

- i) Please check the personal and examination details shown on your admission permit. If there are any discrepancies, please contact Customer Service immediately.
- ii) You will need to familiarise yourself with these admission rules and the examination policies at www.cii.co.uk/exampolicies and any additional information provided.
- iii) It is important that you know how to find the examination centre and allow yourself plenty of time to get there.
- iv) You must not write (e.g. make notes or comments of any sort) on your admission permit.
- v) You will need to supply an additional form of identification (please see www.cii.co.uk/exampolicies for details).

3. CALCULATORS

- i) There are likely to be some questions in exams which require calculations to be made. We recommend that you bring a silent battery or solar-operated non-programmable calculator into the exam room. The use of mobile phones (including iPhones/smartphones, smart watches and similar devices) and electronic equipment capable of communicating or being programmed to hold alphabetic or numerical data and/or formulae is prohibited. You may use a financial or scientific calculator provided it meets these requirements.
- ii) Calculators are not available from centre officials and cannot be borrowed from another candidate during the exam.

4 USE OF EAR PLUGS

Whilst every effort is made to ensure the examinations are conducted in a quiet environment, other candidates and general activities in the examination centre and outside may on occasions cause minor distraction. Please note you are permitted to wear standard ear plugs (not ear phones) if you so choose (please refer to section 9iv of this permit for advice regarding circumstances that may affect your performance).

5. ARRIVAL

If you arrive more than one hour after the time fixed for the examination to begin (30 minutes in the case of papers AWI/AWP/E05/E21/E66/E67/E80/E81/E85/E86/E90/E91/E92/E93/E94/E96/E97/E98/LF1/FA1/FA2/FA5/GR1/IF9/LM1/LM3/LP1/LP3/R03/R04/R05/W04), you will be allowed to sit for the remainder of the exam period for that unit, however the CII reserves the right to reject your paper.

6. DURING THE EXAMINATION

- i) You must submit in all matters to the direction and rulings of the examination co-ordinator and invigilators;
- ii) You must not take into the examination room any unauthorised materials or items or consult in any way, any book, paper, document or other written, typed or printed matter including personal tax tables (except your admission permit and such items as provided by the invigilators). Unauthorised materials include, for example, personal tax tables, electronic devices, leaflets and non-transparent lids or cases, or any other unauthorised items specified by the invigilator.
- iii) You may not consume any food while in the examination room;
- iv) All briefcases, handbags, books, revision notes and other personal belongings must be left in a cloakroom or as specified by the invigilators;
- v) You must not write anything (including rough notes) until clearly instructed by the invigilator to start your examination;
- vi) You must not communicate with, or willingly receive communication from any person during the examination other than the invigilator. Any attempt on the part of another candidate to communicate with you must be reported to an invigilator;

- vii) You must not read or attempt to read or copy the work of any other candidate;
- viii) If you need assistance, are being distracted, or experience difficulty, you should raise your hand to report the matter to the invigilator completing an incident report form as appropriate;
- ix) You must not temporarily leave the examination room, except in the case of urgent necessity when you must be accompanied by an invigilator;
- x) All mobile phones, smart watches and other electronic devices must be switched off whilst in the examination room and left with personal belongings as detailed in section 6iv of this permit. You may use a financial or scientific calculator provided it meets the requirements detailed in section 3 of this permit;
- xi) You must not remove your question book after the examination;
- xii) You must not behave in a rude, discourteous or disruptive manner. The invigilators have the authority to exclude an exam candidate who behaves in this way.

7. QUESTION PAPER

- i) Each question paper bears, in addition to the unit title, the unit code. It is very important that you check that the code on the question paper you have been given corresponds to the unit code appearing on the front of this admission permit. If this is not the case, inform the invigilator immediately.
- ii) Do not open the question paper or begin writing until instructed to do so by an invigilator.

8. EXAMINATIONS

You must not act in unprofessional manner. Disciplinary action may be taken against any candidate suspected of unprofessional conduct or committing a breach of the Examination Admission Rules.

AWA/AWB/AWF/AF7/CF1/CF8/ER1/FIT/J02 - J07/J10/J11/J12/LM2/R01/R02/J02/R07/LP2/W01/W02/WCA/WCE/WM1/WUA & WUE and all Certificate in Insurance level units (except unit E92, IF9, LP1, LP3 and W04)

- i) Two hours are allowed for each of these papers.
- ii) You are not allowed to withdraw from the examination room until one hour after the time fixed for the session to begin nor within the last 15 minutes of the session.
- iii) All examinations must be completed using the HB pencil as supplied by the CII (with the exception of AF7, J02 to J07 inclusive, J11 and P61-P64 which are written exams and must be completed in pen).

All remaining Diploma/Advanced Diploma level units/CF6

- i) Three hours are allowed for each of these papers.
- ii) You are not allowed to withdraw from the examination room until one hour after the time fixed for the session to begin nor within the last 15 minutes of the session.
- iii) All examinations must be completed in pen (not pencil) with the exception of CF6 which must be completed using the HB pencil as supplied by the CII.

AWI/AWP/E05/E21/E66/E67/E80/E81/E85/E86/E90/E91/E93/E94/E96/E97/E98/LF1/FA1/FA2/FA5/GR1/LM1/LM3/R03/R04/R05

- i) One hour is allowed for each of these papers **except** for units E92, IF9, LP1, LP3 and W04 for which 90 minutes is allowed.
 - ii) You are not allowed to withdraw from the examination room until the full one hour of the exam has expired.
 - iii) Each examination must be completed using the HB pencil as supplied by the CII.
- ### **9. END OF EXAMINATION**
- i) An invigilator will advise you when the allotted examination time has expired. Stop work immediately. Your answer paper/form (whether finished, unfinished or cancelled), question paper and all rough paper must be collected by an invigilator. You are not allowed to remove these from the examination room.
 - ii) No extension of time can be given (unless previously agreed by the CII).
 - iii) Once you have finished and been allowed to leave, you will not be allowed back into the examination room. When you do leave, you must do so quietly.
 - iv) If you consider there are circumstances that have negatively affected your performance at this exam you must speak to the invigilator immediately to request an incident report form is completed and inform Customer Service in writing within 5 working days;
 - v) You are required to cooperate with any CII investigation regarding this examination.

For further information on anything detailed in this document please call Customer Service on +44 20 8989 8464, or visit www.cii.co.uk