

ONLINE EXAMINATION ADMISSION RULES

PLEASE ENSURE THAT YOU HAVE READ AND UNDERSTOOD THESE RULES TOGETHER WITH THE EXAM 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 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 overleaf. 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 enclosed.
- iii) It is important that you know how to find the examination centre and allow yourself plenty of time to get there.
- iv) Please take this document with you to the exam.
- v) You must not write (e.g. make notes or comments of any sort) on your admission permit.
- vi) You will need to supply an additional form of identification, as advised overleaf.

3. CALCULATORS

- i) You may 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 rule 7viii of this permit for advice regarding circumstances that may affect your performance.)

5. 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 exam 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 and 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 rule 5iv above. You may use a financial or scientific calculator provided it meets the requirements detailed in rule 3i above;
- xi) 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;

6. EXAMINATIONS

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

- i) **CF6** Three hours are allowed for this examination.
- ii) **AWB/AWF/CF1/CF8/ER1/FA7/FIT/J10/J12/LM2/RB1/R01/R02/ R07 and all Certificate in Insurance level units (except IF9)** Two hours are allowed for each of these examinations.
- iii) **AWP/E05/E80/E81/E85/E92/FA1/FA2/FA4/FA5/FA6/GR1/IF9/ LM1/R03/R04/R05/W04** One hour is allowed for each of these examinations **except** for units E92, IF9 and W04 for which 90 minutes is allowed.
- iv) For unit **CF6** you will be supplied with lender's criteria and product list. If this document is not on your desk, please ask for it.
- v) For units **CF1/FA7/J10/J12/R01/R02/R03/R04/R05/R08** you will be supplied with tax tables. If this document is not on your desk, please ask for it.

7. END OF EXAMINATION

- i) A five-minute warning will be given on screen for all online examinations.
- ii) No extension of time can be given (unless previously agreed by the CII).
- iii) Your provisional result will be shown on screen at the end of the examination.
- iv) A printout of your provisional result notification will be issued by the invigilator, if this is not provided please ask.
- v) You may leave when you have finished your examination. When you do leave, you must do so quietly.
- vi) Before leaving the examination room you must give any rough paper to the invigilator.
- vii) Once you have finished and have been allowed to leave, you will not be allowed back into the room.
- viii) 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 of sitting the exam.
- ix) You are required to cooperate with any CII investigation regarding this examination

8. NOTIFICATION OF YOUR RESULT ON THE DAY

The online result notification you receive at the centre will confirm whether you have passed or failed only. A breakdown of the percentage of available marks you gained for the learning outcomes tested in your exam will appear in tabular format on your formal written results notification, which will be dispatched 7 days after the completion of the exam.

For further information on anything detailed in this document please call Customer Service on 020 8989 8464, or visit www.cii.co.uk

"Important: Please ensure you visit <http://media.cityandguilds.com/evolve/captivate/CandidateInterfaceSecureClient.htm> to practise using the online exam system. Features and functions of the test system change periodically and it is important you familiarise yourself with them before taking your exam".