

Cambridge ESOL Examinations: Exam Day Regulations for Candidates

This handout contains regulations for the exam day conduct of Cambridge ESOL exams. It helps you understand the rules and regulations before, during and after each exam session. If you need more information or have any questions, please contact the Exam Centre **before** the date of your exam.

What can / cannot I take with me into the exam room?

Candidates will be provided a designated area where they can store personal items during the exams. Candidates will be notified of this designated area by the Exam Supervisor before the first exam session.

Authorised Materials

(Items that you CAN have at your desk during the exam)

Photo ID, pens, pencils, erasers, small pencil cases, water in a plastic bottle, medicine, and confirmation of entry (CoE).



All other materials must be placed in the designated area.

Unauthorised Materials

(Items that you CANNOT have at your desk during the exam)

Mobile phones, cameras or any other electronic items, dictionaries, correct fluid/tape, etc, paper, bags, handbags, luggage.



Unauthorised materials MUST be placed in the designated area. If you are caught with any unauthorised item during your exam, you will be disqualified.

What do I do with my mobile phone?

If you bring your mobile phone along to the examination venue, you will NOT be allowed to take it with you to your desk. Your mobile phone MUST be:

1. placed with your personal belongings in the designated area
2. switched OFF. 'Vibrate' or 'Silent' mode is not acceptable as this may interfere with Listening test equipment.

Using your mobile phone or not switching it off during the exam will result in you being disqualified.



Can I eat during my exams?

No, you cannot. No eating or drinking of beverages (except for water in a plastic bottle) is allowed at any time during exam sessions. Break times will be held during each exam paper, where you will be allowed to eat and or drink. However, no eating or drinking is allowed in the exam rooms during break times. Absolutely no consumption of alcohol is permitted at any time during break times. Failure to comply with the no drinking and eating regulations will result in you being disqualified from the exam. The Exam Supervisor will give instructions on break times and where you can eat and drink.



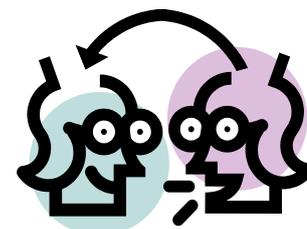
Can I smoke at the exam venue?

Smoking depends on the venue of the exam. However, at no time is smoking permitted during the exam or inside the exam venue, including waiting areas. All candidates must comply with Australia's federal laws regarding smoking in public places. Any candidate smoking in an area not permitted for smoking will be disqualified from the exam. The Exam Supervisor will advise candidates on the designated area for smoking. Please note that not all venues have designated smoking areas.



What am I not allowed to do during my exams?

As you already know, you cannot take any unauthorised items with you to your desk. You cannot use your mobile phone; you must have it switched off and left with your personal belongings in the designated area. Except for water in a plastic bottle, no drinking is permitted during your exams. No eating is permitted either. You also cannot:



1. Talk to any other candidate during your exam
2. Look at any other candidate's work
3. Open question papers until you are told to do so
4. Keep any materials provided to you by Cambridge – this includes note paper.

Again, failure to comply with these regulations may result in you being disqualified from the exam.

When should I arrive and what happens if I arrive late for my exam?

Arriving late is not permitted. If you arrive after the starting time of the exam, you may not be allowed to sit the paper. **To ensure that this does not happen, you are required to be at the venue at least 30 minutes before the start of the exam.** If you are running late, please telephone the Centre Manager on the number provided on your Cambridge Confirmation of Entry form.



What do I do if there is an emergency during the examination?

Hopefully, this will not happen! However, in the event of an emergency such as fire or earthquake, please follow the instructions of the Exam Supervisor and Emergency Wardens for the venue.



Can I bring a friend or family member with me to the exam venue?

Friends and or family are not permitted into the exam venue (the room(s) where you take your exams), unless they enrolled for the same exam. They are welcome to drop you off, pick you up, or wait for you outside the exam venue, but at no time, are they permitted into the exam room.



Should I take public transport or drive my car?

Getting to the exam venue is your responsibility. LEEC will make every effort possible to ensure all venues are within walking distance from public transport. LEEC DOES NOT provide car parking at any of its venues so please plan accordingly. Car parking can be very expensive in the city CBD areas, so please think carefully before driving to your exam.



Summary

This handout provides you with information about the rules and regulations you must comply with on exam day. At LEEC, we want all candidates to have a positive experience when sitting these exams, so it's essential that you understand these rules and regulations. If you have any questions or concerns, please do not hesitate to contact me. I am here to make your experience a positive one! As a basic summary, please remember that Cambridge ESOL considers the following actions as 'malpractice', which may result in you being disqualified from the exam. All exam supervisors are fully trained to monitor candidate's behavior and actions during exams.

Some examples of malpractice:

- ⊗ Talking during the exam
- ⊗ Copying / Collusion
- ⊗ Using unauthorised materials, such as dictionaries or notes
- ⊗ Impersonation
- ⊗ Disruptive behaviour
- ⊗ Not following the instructions of exam supervisors and staff
- ⊗ Mobile phones ringing

If you have any questions about this form, please contact Renae Wilson at 5592-0110 or rw@langports.com.

All the best with your exam!

Langports English Exams Centre

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