

# ABE Examination Regulations



business growth

## Examination Regulations

The Association of Business Executives (ABE) determines where and when their examinations take place. Registered students must attend examinations at the time and place notified by ABE. Examination fees are **not** refundable.

Candidates for ABE examinations **MUST** read – **and will be assumed to have read** – the following rules which apply to all ABE examinations.

1. **It is candidates' responsibility** to ensure that they know the correct date, time and location of all their examinations. A notification slip which advises candidates of their examination venue, membership number, sitting number and the subject(s) they are entered for will be sent to all candidates approximately two weeks before the examinations. If you do not receive your notification slip you can print one from the *Members Area* of the ABE website, or request a copy from the ABE office **at least one week before the examinations**.
2. If candidates find a mistake in their personal timetable, or something is missing, please contact the ABE office **IMMEDIATELY**.
3. Candidates should be seated at least fifteen minutes before the start time of the examination. During this time candidates are required to write their **MEMBERSHIP NUMBER** on the top left hand corner and their **SITTING NUMBER** on the top right hand corner of the front of the examination answer book. In addition, candidates are also required to write their **FULL NAME, EXAMINATION SUBJECT, SIGNATURE** and **DATE OF EXAMINATION** on the front of the examination answer book.
4. Candidates sitting their examinations in the UK are also required to complete their Exam Attendance Slip with their **FULL NAME, SIGNATURE, SITTING NUMBER, MEMBERSHIP NUMBER** and **EXAMINATION SUBJECT**.
5. Candidates sitting their examinations Overseas must enter their **MEMBERSHIP NUMBER, SITTING NUMBER, FULL NAME** and **SIGNATURE** on the Centre **ATTENDANCE SHEET** provided.
6. Candidates **MUST** take their ABE Membership Card (which must be signed and contain their photograph) to each examination and place it on their desk. An invigilator will check ID cards during the course of the examination. If a candidate cannot provide their ABE Membership Card, another form of photographic identification will be required. The only other acceptable forms of identification are:
  - (a) National ID card
  - (b) Passport
  - (c) Student ID Card (eg College membership card)
  - (d) Driving licence

7. During examinations, candidates must obey any instructions given by the invigilators; candidates must listen carefully to instructions and inform an invigilator if they cannot hear what is being said or if they do not understand what is being said. Refusal to obey an invigilator's instructions is a breach of ABE regulations.
8. In the event of a fire alarm or other emergency requiring evacuation of the examination venue, the invigilators will tell candidates to leave all examination materials on the desk, leave the room in an orderly fashion and assemble at the designated point outside. Candidates must not communicate with any other candidate as they are still under examination conditions.
9. Candidates should only take the minimum amount of belongings into the examination room. The invigilator(s) will tell candidates where to leave cases/bags/coats etc. Small valuables such as purses, wallets, credit cards etc may be placed on the examination desk. Mobile phones or other electronic communication equipment (iPods and MP3 players etc) **must be turned off completely**, and **must** be hidden away in bags or coats, **NOT** left on desks. Noise interruption from electronic equipment is deemed as irresponsible action detrimental to all candidates' and may lead to expulsion from the examination. Candidates are **not** allowed to use mobile phones or similar devices for any communication during the examination. Such use will result in disqualification.

**Neither ABE, nor its Agents can be held responsible for the safe-keeping of candidates' belongings during an examination or for any damage or loss while on examination premises.**

10. Candidates **are** allowed to take to an examination desk: pens and pencils, erasers, rulers, geometry equipment (eg set square, compass, slide rule etc). Calculators (including scientific calculators) **are** allowed provided they are not programmable and cannot store or recall information and must be of a size suitable for use on the desk. They can be either battery or solar powered and must be noiseless and cordless. Calculators must not be borrowed from another candidate during an examination for any reason.

**Candidates are responsible for the calculator's power supply and working condition. It is neither ABE's nor its Agents responsibility to provide calculators or other examination tools (pens, pencils, rulers etc)**

11. Candidates are **not** allowed to take to an examination desk: books, data tables, notes, paper, blotting paper, dictionaries (including bi-lingual or electronic) or any other written material (even if it does not relate to the examination being sat), (**EXCEPT** where the candidate is taking a Case Study examination where text books and notes are allowed and this is stated on the question paper). The possession of such material during the examination will result in:
  - the immediate expulsion of the candidate from the examination
  - the cancellation of **all** scripts from that examination session
  - reporting of the incident to ABE
12. Candidates will **not** be allowed to enter an examination room after the examination has been in progress for 60 minutes (one hour). Candidates who arrive late but within the first 60 minutes (one hour) will not be granted extra time.

13. Candidates will **not** be allowed to leave an examination room until the examination has been in progress for 60 minutes (one hour). Candidates who wish to leave after one hour may do so with an invigilator's consent, provided that they hand their completed script(s) and examination question paper to an invigilator before leaving. Candidates must leave the venue without disturbing other candidates.
14. It is the candidate's responsibility to check that they have been given the correct question paper. If there is any doubt, candidates should attract the attention of the invigilator immediately by raising their hand.
15. All work must be written in the answer books provided by ABE. Rough work and all calculations must be written in the answer books and should be crossed through if it does not form part of the answer to the question being attempted; there is no separate "rough paper". Pages must not be removed from or inserted into the answer book. If extra paper is required for examination answers a new answer book will be provided by the invigilator. Rough paper or stationery must **not** be brought into the examination.
16. Start each question on a new page. If the question has sub-parts ie (a), (b) and (c) etc, there is no need to start these sub-parts on a new page.
17. Candidates **MUST** write their answers in blue or black ink or ballpoint pen, pencil is **not** allowed; (except for graphs or diagrams). The use of correcting fluid/correcting pens and highlighters is discouraged.
18. **A candidate must not communicate or collude in any way** with another candidate or any other person (except an invigilator) during the examination and must not disturb other candidates.
19. Candidates must not leave their examination desks during an examination except with the permission of an invigilator. Any candidate who leaves the examination room unattended will not be allowed to return to the room.
20. If candidates need to visit the toilet, they must attract the attention of an invigilator by raising a hand without disturbing other candidates. An invigilator will escort you to the toilet. No extra time is allowed for toilet visits.

**PLEASE NOTE:**

Before being allowed to visit the toilet, and upon return, candidates will be asked to turn out their pockets and/or bags. Failure to comply **WILL** result in:

- their script(s) for that examination being cancelled

If a candidate is found with unauthorised material (See 11 above) (even if it does not relate to the examination being sat), this **WILL** result in:

- the immediate removal of the candidate from the examination, and
- **all** their script(s) from that session being cancelled

21. Smoking is not permitted in the examination rooms or anywhere in the examination venue.
22. You must not ask for, and will not be given, any explanation of the questions.
23. The eating of food and the drinking of alcohol is **FORBIDDEN** in all examination rooms: however, small packets of sweets and small bottles of water are allowed.

24. Candidates who have handed their completed scripts to an invigilator and who have left the examination room will not be re-admitted under any circumstances.
25. Candidates must stop writing when instructed to do so by the invigilator. Failure to comply will be reported to ABE.
26. Candidates must not remove answer books or the examination question paper from an examination room. Answer books that have been removed from the examination room will be cancelled.
27. Medical certificates and evidence of other extenuating circumstances for non-attendance at examinations must be received at ABE offices within three weeks after commencement of examination, together with the required transfer fee (see Examination entry form)
28. ABE provides candidates with a variety of options relating to 'Enquiries about Results' (EAR). To apply, candidates must use the EAR form, available to download from the ABE website: [www.abeuk.com](http://www.abeuk.com)
29. ABE operates an Appeals Procedure; details are available from ABE offices upon request.

## WARNING

**Failure to comply with ABE Examination Regulations, or any misconduct, will result in disqualification and the immediate removal of the candidate from the examination room and all their script(s) from that session will be cancelled.**

**Repeated or gross misconduct may lead to termination of membership of the Association.**