

Candidates must read, and will be assumed to have read, the following rules which apply to all ABE examinations.

Failure to comply with these Regulations will be deemed malpractice, and may result in disqualification from the exam in question, or all ABE examinations for that exam series. Repeated or serious malpractice, including attempted acts of impersonation, may lead to termination of your ABE membership.

Before the examination day

1. It is the candidate's responsibility to ensure they know the correct date, time and location of all their examinations. Exam fees are not refundable. Your notification slip can be viewed in the Members Area on the ABE website at least two weeks before the exams. If you cannot view it in the Members Area, you can request a copy at least one week before the exam date by contacting admissions@abeuk.com.
2. Please check your timetable carefully, and notify admissions@abeuk.com immediately of any error or omission.
3. Candidates applying for any Reasonable Adjustment for their examination must do so, providing supporting evidence, no later than the closing date for examination entries. Please see the Reasonable Adjustment policy on the ABE website for more information.

Before the start of the examination

4. Please arrive at the exam venue 30 minutes before the examination start time. Candidates who arrive up to one hour after the start time of the examination may still attempt the exam, but will **not** be granted extra time. Candidates who arrive after this time will not be permitted to sit the examination.
5. Candidates **must** bring with them:
 - their notification slip
 - valid photo ID (Passport, National Identity Card or Photographic Driving Licence)
 - a blue or black pen for completing the examination.
6. Candidates will be seated at least 15 minutes prior to the examination. Please complete all information on the front of the answer booklet before the exam begins. UK candidates must also complete their Examination Attendance Slip.
7. Candidates are permitted to bring pens and pencils, erasers, rulers, geometry equipment and a non-programmable calculator (not a mobile phone with calculator function) to their desks for use in the examination. Calculators must not be programmable, and should be noiseless, cordless, and suitable for use on the desk.
8. Candidates may bring small packets of sweets and small bottles of water to their exam desk but if so, the candidate takes responsibility for any damage to their answer booklet that may result from spillage. No other food or drink is permitted.
9. Candidates are not permitted to bring any other materials (books, notes, dictionaries etc.) to the examination desk, even if they are not related to the exam subject. The only exception is for candidates sitting a Case Study examination where additional materials are permitted as stipulated on the examination paper. Failure to comply with this rule will be deemed malpractice and will result in disqualification.
10. All personal possessions must be left away from the exam desks at a location indicated by the invigilator. This includes bags, coats, mobile phones, and mp3 players. Electronic equipment must be switched off. Small valuables e.g. wallet or credit card may be placed on the examination desk, in view of the invigilator. Any possessions brought to the exam desk may be checked for unauthorised materials. Please only bring the minimum amount of belongings

into the examination room. Neither ABE or the examination centre are liable for the safe-keeping of candidates' possessions, or for any damage or loss whilst on exam premises.

11. Examination conditions apply as soon as candidates enter the exam venue. Refusal to follow instructions from the invigilator will be deemed malpractice and may lead to disqualification.
12. It is the candidate's responsibility to ensure they have been given the correct question paper. Please raise your hand to inform the invigilator immediately if you believe you have been given a question paper for a different subject.

During the examination

13. Do not open the question paper and begin the examination until instructed by the invigilator.
14. Write all your answers with a blue or black pen. Pencil should only be used for producing graphs and diagrams.
15. Start your answer to each question on a new page. If a question has sub-parts i.e. (a), (b) etc., these do not need to be started on a new page.
16. All work must be written in the answer booklet provided. Rough work and calculations must be written in the answer booklet, but may be crossed out if they do not form part of the answer that you wish the examiner to consider. Do not remove any pages from the answer booklet. Additional paper will be provided by the invigilator if you have used all pages of the answer booklet.
17. If you wish to speak to the invigilator, raise your hand and wait for them to come to your desk. Do not call out or leave your desk.
18. You must not ask for, and will not be given, any explanation of the questions.
19. Candidates must **not** communicate with any other person during the examination, except the invigilator. Do not disturb other candidates, or attempt to borrow any items from them.
20. Any attempt to communicate or collude with, copy from, or disrupt in any other way another candidate, will be deemed malpractice and will result in disqualification.
21. If you wish to use the toilet, raise your hand to attract the attention of the invigilator. An invigilator will escort you to the toilet. No extra time is allowed for toilet visits. Candidates are required to turn out their pockets before and after any toilet visit.
22. Candidates who have finished writing and wish to leave the examination room may do so once the exam has been in progress for one hour, and with the permission of the invigilator. Please hand your answer booklet and question paper to the invigilator, and do not disturb other candidates whilst leaving the room. You will not be permitted to re-enter the room.
23. Any candidate who leaves the examination room without supervision will not be allowed to return to the room.
24. Candidates must stop writing when instructed to do so by the invigilator.
25. Candidates must not remove answer books or question papers from the examination room. Answer books that have been removed from the room will be declared 'null and void'.
26. In the event of a fire alarm or other emergency requiring evacuation, the invigilator will instruct candidates to leave all materials on the desk, leave the room in an orderly fashion, and assemble at the designated point outside. Candidates must not communicate with each other as they are still under examination conditions.
27. Smoking is not permitted in the examination room or near the examination venue.