



Candidate Instructions Booklet

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Notice to candidates

Notice to Candidates

Warning

1. You **must** be on time for all your examinations and any required periods of supervision.
2. You **must** provide what you need e.g. pens, pencils and rulers.
3. You **may** use a calculator unless you are told not to do so, but you must not use a graphical calculator or the calculator function of another device.
4. You **must not** become involved in any unfair or dishonest practice before, during or after the examination.
5. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material, including electronic devices and mobile phones
 - have in your possession any equipment which might give you an unfair advantage.



6. Possession of unauthorised material is breaking the rules, even if you do not intend to use it. If found in possession of unauthorised material you will be subject to penalty and possible disqualification.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
8. You **must** follow the instructions of the invigilator.
9. If you are in any doubt speak to the invigilator.
10. You must when leaving the examination room leave behind the question paper, your answer book or answer paper, rough work and any other (used or unused) materials.

Notice to candidates for producing coursework

NOTICE TO CANDIDATES FOR PRODUCING COURSEWORK

This notice is intended to help you. Please read it carefully and do what you are asked.

If there is anything you do not understand, ask your teacher.

WARNING

- If you cheat, try to use any unfair practice, or break the rules in any way, you may be disqualified from **all** your subjects.

ALL COURSEWORK MUST BE YOUR OWN ORIGINAL WORK

- it must not be taken in part or whole from another source.

ANY QUOTES OR REFERENCES USED MUST BE ATTRIBUTED.

You should be clear about the criteria which you are expected to meet in your coursework. Specifications usually explain the criteria in detail but you may need some further explanation or interpretation before fully understanding the nature of the skills which you are expected to demonstrate. You should get this clarification from your teacher

If coursework cannot be authenticated as your own work it will not be accepted by CIE.

Ensure that coursework is presented in the correct manner – check with your teacher before starting the work.

Things you must avoid:

Plagiarism: – Is the failure to acknowledge sources properly and/or the submissions of another person's work as if it were your own. This includes material that your teacher may have shown you or material you found on the Internet or in books.

Cheating: – To dishonestly gain advantage.

Collusion: – To ask for help from or give help to another person to gain an unfair advantage.

Notice to candidates under Full Centre Supervision

NOTICE TO CANDIDATES UNDER FULL CENTRE SUPERVISION

Please read this notice carefully and do what you are asked.

Make sure you know the rules. All points contained in this Notice are rules and you must follow them.

- Your Centre will advise you of times when you will be required to attend periods of supervision.
- You must be on time for your periods of supervision. If you are late CIE will not normally accept your work.
- You may only take into the quarantine area those materials that are allowed. Anyone found in possession of any unauthorised material, even if it is switched off and they are not intending to use it, will automatically be disqualified from the subject being taken.
- You may talk to other candidates present during the supervision period, but you must not communicate with any person not under Full Centre Supervision.

Make sure you attend a quarantine session

- Know the dates and times of any quarantine session which you are required to attend.
- Arrive at least 10 minutes before the start of the required supervision period.
- If you arrive late report to the supervisor running the quarantine period. If you arrive after the examination has finished and the other candidates have been released from supervision you will not be allowed to take the examination.

Leaving the quarantine area

- You must not leave the room until the supervisor tells you to do so
- If you have to leave the room for a medical reason then you must be escorted by a member of Centre staff at all times.

Advice and assistance

- If you feel unwell on the day that you are required to attend for a period of supervision tell the supervisor.
- If you have a problem during the time you are under supervision speak to the supervisor in charge.