

## INSTRUCTIONS TO CANDIDATES

This document contains important information about the administration of JIEB's exams. You must read these instructions carefully and make sure you are fully familiar with our processes and procedures before you start your exam(s). If you don't follow these instructions, you may be charged with misconduct or your script may not be marked. **Please note that JIEB are introducing computer based exams for the November 2018.**

### **Entry into the assessment hall**

#### **Admission letter**

You must check your admission details carefully and take them into the assessment with you. If you have any queries, please contact the Joint Insolvency Examination Board on 01908 248250 as soon as possible.

### **Entry into exam room**

#### **Entry**

You must arrive 30 minutes before the exam starts. This is because the administrative procedures, such as checking candidate identification, begin up to 30 minutes before the exam starts.

You will be directed to your exam room/computer. It is essential that you sit at the right computer, as this is where your exam has been set up for you.

#### **Personal belongings**

You must leave all your personal belongings, including mobile phones, in the designated locker/area indicated by the invigilator, which may be outside the exam room.

Electronic devices should be turned off and left with your belongings. If a noise from such an item is heard during the exam, you may be disturbed in order to silence the device and you won't receive any extra exam time. The invigilator will log the incident and it may be considered misconduct.

Please note that watches and desk clocks are not permitted in the exams. The timing of the exam will be managed by a countdown timer within the computer software. Therefore you are advised to practise the exams with a countdown timer, so you are confident managing your time throughout your exam this way.

ICAEW will permit bottled water, with a lid, no other drinks are permitted into the exam room. Food is restricted to cereal bars (ie Healthy bars, please be mindful of other people with nut allergies). No other food is permitted in the exam room, unless awarded under your access arrangements. If you have been granted permission to take food into the exam room for medical reasons, please ensure your exam confirmation clearly states that you have been approved to take medication into the exam room.

#### **Lateness**

If you arrive within 30 minutes of the start of the exam, you may still be allowed into the exam room, however you will lose the equivalent time on your exam. As the exam duration is pre-set for a computer-based exam, any students arriving late will have their exam ended by the invigilator at the published end time, eg, if you arrive 10 minutes late, your exam will be ended by the invigilator

whilst the exam timer is still showing 10 minutes of exam time remaining. You will then have to submit the exam at that time. If you arrive more than 30 minutes late for any reason you will not be allowed to sit the exam.

## Identification

You are required to provide identification in order to sit the exams:

For example:

- Passport
- National Identification card
- Driving licence containing a photograph and signature
- Original documentation must be presented, not photocopies or digital copies of documents. identification can be expired in the last six months.

You must make your identification available for checking upon request by the invigilator. You will not be permitted to sit your exam if you do not bring valid, in date identification that is included in the list above.

## Emergency action

Should a fire alarm be raised during the assessment, await instructions from the chief invigilator. Throughout the disturbance you must remain in silence.

## Permitted texts

You are permitted to take into the assessment the Butterworths Insolvency Law handbook 31<sup>st</sup> edition or any previous edition.

It is your responsibility to ensure you have a copy of the permitted text for your assessment. Only bound copies of the text will be permitted – photocopies are not allowed. Candidates may not share a text. The text may only be annotated with underlining, side-lining and highlighting. Page tabs may be used but must not be written on. Invigilators are instructed to check text to ensure these regulations are adhered to.

You must not take any other books or paper into the assessment hall.

## Permitted materials

Dictionaries, learning/revision materials or written materials are not allowed and you must leave them with your personal belongings. You are only allowed to bring the relevant permitted text(s) detailed above.

You **must** provide your own calculator which cannot be pre-programmable nor have additional functions built in capable of automatically computing NPV or IRR. You may be asked to show that the memory within the calculator is empty. If you are unable to do so, you will not be allowed to use the calculator during your exam. It is therefore advisable to use a calculator without additional built in functions.

## Before the exam

Before the exam starts, you will be provided with your exam information which includes a keycode that is specific to you and your exam. You will be given time to check and verify that your candidate information is correct on the computer screen. It is your responsibility to verify that you have been given the correct keycode and assigned to the correct seat before the exam begins. You may not start your exam until instructed to do so.

## **During the exam**

You will be provided with two pieces of paper and a pen that you may use to make notes during your exam. Please be aware, these pieces of paper will not be given in for marking at the end of your exam. You may not remove the paper from the exam room at any time.

If you need more paper this can be requested from the invigilator during your exam.

## **Conduct**

You must remain seated during the exam. Raise your hand, if you have a specific request or if there is an issue during the exam, to allow the invigilator to offer assistance to you. All issues should be notified to the invigilator promptly and recorded on to the relevant paperwork.

If you leave the exam room without permission, you will not be allowed to return. If you want to leave the exam and you don't want to return to the exam room, please inform the invigilator.

Please be aware of other students, as the end times of their exams may be different. Therefore your consideration is required when leaving the room. Failure to leave the exam room quietly will be reported as an incident and may be considered as misconduct.

If you are reported for misconduct, you will need to provide a statement in writing within seven days of the incident. You can email your statement of events to [specialconsideration@icaew.com](mailto:specialconsideration@icaew.com)

## **Noise**

Please note that you are allowed to take earplugs/headphones to wear during the exam in case of unavoidable noise disturbance, provided they are not plugged in to or capable of being wirelessly connected to any device.

We do not provide earplugs/headphones, so you are advised to take your own in case of issues outside the control of the venue or ICAEW, including noise from nearby premises or external traffic noise and building works, particularly in built up areas such as London.

You must not use devices that emit sound during the exam. Switch off your mobile phone and disable all alarms. If a noise from such an item is heard during the exam you may be disturbed in order to silence the device, and you won't be given any extra time in the exam. The invigilator will log the incident and it may be considered misconduct.

## **Close of exam**

### **Close**

As each exam is self-timed your exam will automatically shut down at the end of your exam.

The paper you have been provided to use for your workings will be collected separately, please note these will not be submitted for marking. Once they have all been collected, you may leave the exam room quietly to avoid disturbing others.

You may not take away from the exam room any materials supplied by ICAEW on the exam date.

Please be considerate of other students, as the end times of their exams may be different. Failure to leave the exam room quietly will be reported as an incident and may be considered as misconduct.

## **Misconduct**

The invigilator reports to ICAEW all cases of irregularity or misconduct in connection with an exam. Invigilators have the power to stop the exam of any candidate whose conduct is improper.

Any unauthorised material you take into an exam room will be deposited with the invigilator and sent to ICAEW.

During an exam, you must not pass anything to or discuss any information with another candidate unless you have been authorised to do so.

If you are suspected of having been involved in any irregularity or misconduct in connection with an exam, the Assessment Committee will consider disciplinary action. Disciplinary action may include setting the mark of the exam to zero, voiding the attempt or any other measure deemed appropriate by the Committee from time-to-time. Cases of misconduct may also be referred to the Professional Conduct Department and involve further disciplinary action.

If you are reported for an incident that could be misconduct, you are advised to provide a statement in writing at the point of the incident and/or writing within seven days of the incident. You can email your statement of events to [specialconsideration@icaew.com](mailto:specialconsideration@icaew.com)

### **Factors affecting performance**

The special consideration process addresses circumstances specific to an individual exam, which are outside a candidate's control, and which may impact exam performance.

It is solely your responsibility to fully read and understand the special consideration process before you sit an exam. Any issues on the exam day will not be reported to JIEB on your behalf, the forms completed on the day are used to verify anything you choose to subsequently report to the special consideration team only and there are strict deadlines to any application you make for an issue to be taken in to account during the marking process.

It is important that you read the [full guidance on how to apply](#).

**Where the circumstances relate directly to issues encountered in the exam room, you must request from the invigilator and complete a Candidate Incident Report Form before leaving the exam room. You will be given a copy of the form, which you must submit to JIEB as part of any application for special consideration. Email this form to [specialconsiderations@icaew.com](mailto:specialconsiderations@icaew.com) no later than two weeks after the exam.**

### **Results notification**

The results will be dispatched on Friday 1 March 2019. You can receive your results in the following ways:

- At 4pm on Friday 1 March 2019 on the JIEB website: [www.jieb.co.uk](http://www.jieb.co.uk)
- By email and or SMS on provision of your contact details at registration