INSTRUCTIONS TO CANDIDATES

Joint Insolvency Examination Board

The JIEB exams have specific rules and guidelines that you need to know and follow. Please review them carefully before you take your exam(s). If you ignore or violate these rules, you could face misconduct charges, or your exam may not be graded.

JIEB exams are now computer based.

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Pre-Exam Information

Admission letter

Check your admission details carefully and take them into the assessment with you. Please contact the Joint Insolvency Examination Board on 01908 248250 as soon as possible with any queries.

Practice exam software

To access the exam practice software and to view related guidance please visit the JIEB website.

Entering the exam venue

Entry

Please be present at least half an hour before the exam begins. This will ensure that you have enough time to complete the necessary procedures and verify your identity before the exam commences.
You will be guided to your designated exam room/computer. It is very important that you use the correct computer, as this is where your exam has been prepared for you.

Personal belongings

Any personal belongings, excluding your permitted items, must be stored in the designated locker/area as indicated by the invigilator.

Lateness

Entry is permitted for 30 minutes after the scheduled start time. Minutes will be deducted from the total exam time relative to the number of minutes late.

For example: Exam start time is at 9am. Arrival at 9:12 will result in 12 minutes being deducted from total exam time.

Entry will be declined to anyone arriving more than 30 minutes after the scheduled exam start time.

Emergency action

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

Permitted Items

Identification

You are required to provide one of the following forms of official, **original** (no photocopies or digital IDs), **valid** (unexpired) ID.

- international travel passport;
- national identification/residency card;
- driving licence;
- military ID;
- employer ID;

The identification provided must contain your name as it appears on our records and recent recognizable photo. Only original documentation will be accepted, photocopies or digital copies of documents will not be accepted.

If you are not able to provide suitable ID, the exam centre has the right to refuse you entry.

Calculator

You **must** provide your own calculator which cannot be pre-programmed 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.

Bottled water and a snack

ICAEW will permit bottled water, with a lid, no other drinks are permitted into the exam room.

A small snack is also permitted but is restricted to cereal bars (please be mindful of those with nut allergies).

Ear plugs

To avoid noise distractions such as typing or street noises during your test, you may want to use ear plugs. We recommend disposable foam ear plugs, as they are not similar to headphones or earphones.

Permitted texts

Candidates are permitted to take into the exam room, one edition of **Butterworths Insolvency Law Handbook** ("The Permitted Text"). It is for candidates to provide their own copy of The Permitted Text and to choose which edition of The Permitted Text to take into the hall with them.

Candidates should bear in mind that the date to which, in any year, an edition of The Permitted Text is updated may not coincide with the cut-off date for legislation to be examinable, which is 30 April in the year of assessment.

Only bound copies of the text will be permitted – no photocopies. 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.

Pen/Pencil

The venue will provide note paper, which will not be marked and should remain at the venue at the end of the exam, but you should take your own pens/pencils.

Pencil cases and other stationery is not permitted.

Prohibited Items

Electronic items

Electronic devices including, but not limited to, mobile phones, tablets, computers (including external hardware such as screens or keyboards), smartwatches, headphones or USBs are not permitted in the exam room.

Watches or desk clocks

Desk clocks and watches, of any kind, are not permitted in the exams. The exam software contains a timer that can be switched between counting up and counting down. Therefore, you are advised make use of the practice software, so you are confident managing your time throughout your exam this way.

Notes and other study resources

Dictionaries, learning/revision materials, written materials and notes are prohibited. Only the permitted text referenced above is permitted into the exam room.

During the exam

Conduct

You must remain seated during the exam. If you have a specific request or if there is an issue during the exam, please raise a hand to attract the attention of an invigilator and allow them to assist. 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 permitted re-entry. Please inform an invigilator if you intend to leave the exam room for any reason.

The remaining time of other candidates may differ. Therefore, 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.

Noise

Please note that you are permitted to take earplugs to wear during the exam in case of unavoidable noise disturbance. They must not be plugged in to or capable of being wirelessly connected to any device.

Headphones are not always available, so it is advised to take your own in case of issues outside the control of the venue or ICAEW. This includes noise from nearby premises or external traffic noise and building works, particularly in built up, inner city locations.

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 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

Leaving the centre

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 any materials supplied by ICAEW on the exam date away from the exam room.

On leaving, please be considerate of other students. 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 specialconsiderations@icaew.com

Factors affecting performance

The Special Consideration appeal 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 responsibly to fully read and understand the exam disruption appeal 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 exam disruption appeal 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 Special consideration Policy.

Where the circumstances relate directly to issues encountered in the exam room, you must request from the invigilator and complete an 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 no later than seven days after the exam. specialconsiderations@icaew.com.

NOTE: You will receive an acknowledgement email from the Exam Disruption Appeal (EDA) email address, the EDA team also deal with JIEB special considerations.

Results notification

The results will be dispatched on Thursday 4 March 2027. You can receive your results in the following ways:

- At 12pm on Thursday 4 March 2027 on the JIEB website: www.jieb.co.uk
- By email and or SMS on provision of your contact details at registration