

## Candidate regulations for CIPS exams

### Please read carefully before attending an exam

You should report to your exam centre at least 30 minutes before the exam is due to start. Late arrivals are admitted at the discretion of the invigilator and it may not always be possible to give extra time. If you need directions, please ensure that you contact the exam centre beforehand.

### Computer based exams:

If this is your first computer based exam you have registered for with CIPS, you will have received an email from TestReach confirming your booking and user ID (your email address that you have registered with CIPS). To ensure you always receive these emails, please ensure TestReach is added to your trusted contacts. You can use your user ID to login to TestReach before your exam to familiarise yourself with the system by taking the tutorial.

### On the day of each exam, you must bring with you:

- ✓ Your exam confirmation email (an electronic copy is acceptable) and some form of photographic identification (e.g. driving licence, passport or national identity card). For the British Council this identity document must contain a number, a signature, a date of birth and a photograph. These should be presented to the invigilator before taking your seat. If you are unsure about your documentation you can contact your exam centre who will advise you which type of identity document they accept.
- ✓ Your login details for TestReach. This will be the email address you have registered with CIPS and there shouldn't be any need for a password.

### You may also bring:

- ✓ A few cleaning wipes and hand sanitizer in a clear bottle with the label removed
- ✓ Face mask.

### Please note the following very carefully:

- ✗ Mobile telephones and other electronic devices (including smart watches) are not allowed in the exam room.
- ✗ You are not allowed to take a calculator into the exam with you. The invigilator will not issue note paper. The calculator and notepad functionality can be used with the TestReach system.
- ✗ Any reading material or pre-prepared notes must be left in a bag and placed at the front of the exam room.
- ✗ You may not use a dictionary during the exam and you will not be penalised for poor spelling or grammar.
- ✗ All bags, coats and other items not specifically required or permitted during the exam must be placed at the front of the room.
- ✗ You are not permitted to eat or smoke during an exam, but you may be permitted to drink water or a soft drink which you must supply yourself. Alcohol is not permitted.
- ✗ You should not attempt to communicate in any way or collude with any other candidate during an exam.
- ✗ Unacceptable, rude or abusive behaviour towards exam centre staff or invigilators will be reported to CIPS.

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**For remotely invigilated exams, please note the following very carefully:**

- ✱ You should not attempt to access your exam within the candidate app until the invigilator has officially started the exam.
- ✱ You are ***not*** allowed to move around the exam room i.e. no wandering around the room. You must remain in the webcam viewing area at all times.

Breaks:

- **OR exams** - Breaks (leaving the exam room) are ***not*** allowed during the exam unless you have an authorised reasonable adjustment. If you leave the room this will be reported to CIPS and your exam result may be invalidated.
- **CR exams – One 5-minute break will be allowed during these exams. Your exam time will continue to run whilst you take this break.** If you leave the room more than once this will be reported to CIPS and your exam result may be invalidated.

Further guidance for remotely invigilated exams will be provided once your exam has been booked.

### Special consideration

Despite all best efforts, occasionally incidents do take place which may have affected your performance or you may have suffered something of a personal nature which may have affected you during the exam.

If you feel that such an incident has occurred, you should firstly refer to the CIPS Reasonable Adjustment and Special Consideration policy. This is available on the CIPS website [www.cips.org](http://www.cips.org)

Requests for special consideration must be submitted in writing (email acceptable) to CIPS within 7 days of the exam and should provide details of the incident for consideration by the appropriate CIPS Board before the issue of exam results.

### Inability to sit the exam

If illness prevents you from attending the exam, you may defer your enrolment. You should provide a written explanation to CIPS within 14 days of the exam, supported by a medical certificate. The exam fee will be credited to your account for future use, but you must book a new exam / submit a new exam entry form for the series of your choice.

### Breaches of regulations

Any breach of these regulations will be taken extremely seriously and will result in disciplinary action. Candidates will not be awarded marks for any answers submitted and may face a ban on taking assessments for up to three years.

### Disclosure of exam questions

Candidates are reminded that it is strictly against examination regulations to disclose any exam question unless it has been publicly released by CIPS.

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**CIPS Awarding Body**