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## Candidate regulations for CIPS exams

### Please read carefully before attending an exam

You should report to your exam centre at least 20 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.

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

- ✓ Your exam confirmation letter (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.
- ✓ Pens (black and blue ink only to be used in answer booklets), rulers, calculators as required.

### Please note the following very carefully:

- ✗ Mobile telephones and other electronic devices are not allowed in the exam room.
- ✗ Any reading material or pre-prepared notes must be left in a bag and placed at the front of the exam room. The only exception to this is for candidates taking AD3 Improving the Competitiveness of Supply Chains and PD3 Strategic Supply Chain Management, which are 'open book' exams.
- ✗ 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.
- ✗ You should not attempt to start writing or make any notes on your answer booklet or question paper until the invigilator has officially started the exam.

### 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 14 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 submit a new examination 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.

### December 2015 CIPS Awarding Body