

## RULES FOR CIPFA EXAMINATION CANDIDATES

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(The rules which apply to the Finance & Management Case Study Examination are issued separately)

Please read these rules carefully before your examination

### 1 Arrival

You must bring your Examination Admission Letter and photo ID (passport, photo driving licence or CIPFA Student Membership Card) to the examination room at each session and place it on your desk next to your desk card. **YOU WILL NOT BE PERMITTED TO SIT THE EXAM WITHOUT THE EXAMINATION ADMISSION LETTER AND PHOTO IDENTIFICATION.**

**You should arrive** at the Examination Venue at least 20 minutes before the start of each examination. Please ensure that you have checked the start time of the exam, the location of the Examination Venue, and have allowed sufficient time to get there. You must take the place allotted to you by the Invigilator.

If you have been granted **Special Arrangements** you must bring your confirmation letter from CIPFA with you.

### 2 Conduct during the examination

- Complete silence must be observed throughout the examination.
- Candidates will conduct themselves in a considerate, professional and courteous manner at all times.
- In no circumstances may you communicate with another candidate during the examination.
- If you wish to attract the attention of the Invigilator, you must do so by raising your hand. You must not call out.
- Candidates will follow the instructions of the Invigilators.
- Invigilators will have discretion to exclude candidates from the examination and may escort candidates from the examination room for unreasonable or disruptive behaviour.

### 3 Late Arrivals

Candidates may not under any circumstances enter the examination room more than 30 minutes after the start of the writing time for the examination. Candidates who arrive late but within the first 30 minutes will not be granted any extras time.

### 4 Leaving the Exam Room

You may not leave the examination room during the first 30 minutes or the last 15 minutes of the examination.

If you need to leave the room during an examination for any reason, you should attract the Invigilator's attention by raising a hand. You may not remove question papers, answer books or any other materials from the examination room.

If you do not intend to return to the examination room, you must hand your examination script and any supplementary sheets to the Invigilator before leaving.

When leaving the examination room after the finish time, please consider other students that may have extra time.

5 **Evacuation**

If for any reason the examination room has to be evacuated, please follow the Invigilator's instructions. Do not remain seated if you have been asked to leave the building due to an emergency. You must leave all examination materials in the examination room.

6 **Reading time**

Reading time is allowed at the beginning of some examinations. You must not begin to answer questions until instructed to do so by the Invigilator. You must not use a highlighter make any notes during the reading time. Reading time is strictly for reading only.

7 **Materials at examination desk**

Candidates **must** bring the following items to the examination desk:

- Pens
- HB pencils
- Eraser
- Ruler

Candidates **may** bring the following items to the examination desk:

- Calculator as specified in note 8
- Batteries for your calculator
- Highlighter
- Pencil sharpener
- Flowchart template.

The above items are **not** provided by CIPFA or the examination venue. No other aids may be brought into the exam room.

The examination venue **will provide** the following:

- All necessary exam script stationery. No candidate may bring any writing paper to the examination desk. You may request additional exam script stationery at any time during the examination by raising your hand. **Do not call out.**
- Proforma booklets when relevant.
- Statistical tables when relevant.
- Formulae sheets when relevant.

8 **Using calculators**

Candidates may use calculators in the examinations and the below conditions will apply, but we can't provide an exhaustive list calculator models. It is the Candidates' responsibility to ensure the functionality of the calculator.

<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"> <li>• of a size suitable for use on the desk</li> <li>• either battery or solar powered</li> <li>• noiseless and cordless</li> </ul>	<p><b>Calculators must NOT:</b></p> <ul style="list-style-type: none"> <li>• be designed or adapted to offer any of these facilities:               <ul style="list-style-type: none"> <li>○ language translators</li> <li>○ symbolic algebra manipulation</li> <li>○ symbolic differentiation or integration</li> <li>○ communication with other machines or internet</li> </ul> </li> <li>• be borrowed from another candidate during an examination for any reason</li> <li>• have retrievable information stored in them – this includes:               <ul style="list-style-type: none"> <li>○ databanks</li> <li>○ dictionaries</li> <li>○ mathematic formulae</li> <li>○ text</li> </ul> </li> </ul>
<p><b>Candidates are responsible for the following:</b></p> <ul style="list-style-type: none"> <li>• the calculator's power supply</li> <li>• the calculator's working condition</li> <li>• making sure the calculator complies with these rules</li> <li>• indicating the make and model of the calculator on the answer cover sheet</li> </ul>	
<p><b>Candidates may:</b></p> <ul style="list-style-type: none"> <li>• use calculators with graphic displays and programmable calculators if these calculators meet the restrictions shown above</li> </ul>	<p><b>Candidates must NOT bring the following into an examination:</b></p> <ul style="list-style-type: none"> <li>• calculator cases</li> <li>• instruction leaflets</li> <li>• instructions and formulae printed on calculator lids or covers</li> <li>• similar materials</li> </ul>

The decision of the invigilator on any matter to do with the use of calculators or other aids is final.

9 **Using notes, books etc**

No reference books, dictionaries, notes (unless specifically allowed as detailed below for SBM), or any other pages may be taken to the desk. Candidates whose first language is not English and wish to use bi-lingual dictionaries must apply for Special Arrangements.

**Pre-seen material** relating to the Governance & Public Policy and Strategic Business Management examinations must not be brought to the desk. New copies will be provided.

**SPECIAL RULE FOR SBM EXAMINATION:**

Candidates may bring in notes to the desk. These notes are restricted to one side of A4 paper and must be written on the special exam paper provided for this purpose. Any notes brought in must be attached to the examination script and handed in at the completion of the examination. Full details are attached.

- 10 **Mobile Phones**  
Candidates must be told that all mobile phones must be switched off and these should be placed under the candidate's chair for the duration of the exam. If a candidate is found to be using a mobile phone during the exam it will be confiscated by the Invigilator for the duration of the exam and returned to the candidate once the exam has finished. The Invigilator will record full details of the incident on the Invigilator's Report, including the candidate's number and time of the incident. The candidate will be allowed to continue taking the exam. Candidates should be informed at the start of the exam that if they are found using a mobile phone they may be referred to the Disciplinary Committee. Candidates should be reminded at the end of the exam to pick up their mobile phones.
- 11 **Smoking**  
Smoking is strictly forbidden at any time in the examination room.
- 12 **Food**  
Food and drinks are **NOT** allowed in the Examination Room (unless for medical reasons and permission has been given in advance). You may bring a small bottle of still water to the desk.
- 13 **Completion of Exam Scripts**
- Answers must be written in ink. Pencils may be used for drawing diagrams or graphs.
  - Candidates must complete the appropriate sections of the answer cover sheet. You must **NOT** write your name on the answer cover sheet or any of the papers.
  - The number of questions to be answered is given at the head of each question paper. If more than the required maximum number of questions is answered, all questions will be marked. Your lowest scoring question(s) will then be omitted when calculating your overall mark.
  - Each answer sheet must bear the number of the question and each answer must start on a separate sheet of paper. Rough work and notes must be included with your script but should be clearly marked as such.
  - Before handing in your papers, you must place the sheets in **question order**, number all sheets **consecutively** throughout, insert them **inside** the answer cover sheet and fasten them securely, using the treasury tag provided.
  - When you have finished your exam, you must remain in your seat until all the scripts are collected and the Invigilator gives the instruction to leave.
  - CIPFA will not mark any scripts, papers, graphs or diagrams that are not handed in at the end of the exam. Any answer that is taken out of the examination room may not subsequently be submitted for marking. If you do not want your paper marked, you must inform the Invigilator.
- 14 **Exam Scripts**  
Exam scripts are CIPFA's property. When you finish your exam script and hand it to CIPFA for marking, you do not have any rights to the script except where copyright is concerned. Exam scripts will not be returned to candidates under any circumstances.
- 15 **Liability**  
CIPFA will not be liable for any loss of, theft of, or damage to personal belongings left in or outside the examination room. Any personal items brought to the examination are held to be at the owner's risk.

**Any candidate failing to comply with these rules, or with any given by the Invigilator, may be liable for disqualification.**

**Invigilators will report any perceived breach of these rules to CIPFA. Where the circumstances of any potential breach of these rules reveals that there may be a breach of Bye-Law 25 of the CIPFA Bye-Laws, the matter will be dealt with pursuant to the Institute's Disciplinary Regulations in force from time to time.**

## ADDITIONAL INFORMATION FOR EXAMINATION CANDIDATES

Please read the additional notes below regarding your CIPFA examination. If you have any queries about your examination, please contact CIPFA well before the exam date to ensure that these issues are resolved.

### Special Requirements

CIPFA recognises that there are some students who have coped with the learning demands of a course and demonstrate attainment in the skills being assessed but for whom the standard arrangements for the assessment of their attainment may present an unnecessary barrier which could be removed without affecting the validity of the assessment.

This can apply to students who have long term learning problems but also students who are affected nearer the time.

There are two types of Special Requirements; **Arrangements** and **Consideration**.

**Special Arrangements:** these are approved before an assessment and are intended to allow attainment to be demonstrated.

**Special Consideration:** may be given before or following an examination or assessment to ensure that a student, who has a temporary illness, injury or indisposition or is adversely affected at the time, is given some compensation.

For further details and application forms go to:

[http://www.cipfa.org.uk/students/current/special\\_arrangements.cfm](http://www.cipfa.org.uk/students/current/special_arrangements.cfm)

### Refund of Exam Fees

Full or partial refund of examination fees will be made in the following circumstances:

- Where a candidate's application is withdrawn before the closing date – **100%** refund of fee paid.
- Where the candidate is prevented from attending the examination by illness or bereavement, substantiated by a satisfactory medical certificate sent to CIPFA within 1 week of the examination – **75%** refund of the fee paid.
- Where a candidate's application is withdrawn after the closing date and no fewer than four clear weeks before the first day of the examination – **50%** refund of the fee paid.
- Where a candidate attends the examination and leaves at any time before the official finish time, unless this is due to exceptional medical circumstances, substantiated by a satisfactory medical certificate sent to CIPFA within 1 week of the examination – **no refund** is made.
- Where a candidate withdraws from an examination in the four weeks prior to the examination, unless the withdrawal is in accordance with the second point above regarding illness or bereavement - **no refund** is made.

For further details and application forms go to:

[http://www.cipfa.org.uk/students/current/exam\\_refunds.cfm](http://www.cipfa.org.uk/students/current/exam_refunds.cfm)

## **Results**

Candidates can expect their results to be sent directly from CIPFA by post by:

- End of July for June examinations
- End of January for December examinations.

Exam results are also available on the CIPFA website at [www.cipfa.org.uk](http://www.cipfa.org.uk)

## **Script Feedback Service**

CIPFA provide a feedback service on examination scripts. Written feedback will be provided to the candidate outlining strengths and weaknesses and making suggestions for improving future exam performance.

Further details can be found on the CIPFA website at:

[http://www.cipfa.org.uk/students/current/script\\_review.cfm](http://www.cipfa.org.uk/students/current/script_review.cfm)

## **Administrative check**

Further details can be found on the CIPFA website at:

[http://www.cipfa.org.uk/students/current/admin\\_check.cfm](http://www.cipfa.org.uk/students/current/admin_check.cfm)

## **Request for examination marking sheets**

Requests can be made for a copy of the marking sheet for the examination that candidates have just taken. A fee of £10 per exam/marking sheet will apply. More information will be available on the CIPFA website nearer to the time of the examinations.

<http://www.cipfa.org.uk/students/current/exams.cfm>

## **Appeals Procedure**

Candidates may appeal against their examination result only on the following grounds:

- The assessment decision was bias or discriminatory.
- All the relevant information was not taken into consideration although provided timely.
- Substantial procedural irregularity.

Further details can be found on the CIPFA website at:

<http://www.cipfa.org.uk/students/current/appeals.cfm>

## **CIPFA**

**Service Delivery  
Education & Training  
3 Robert Street  
London WC2N 6RL**

**ETIS Helpline: 020 7543 5678**

**Email: [etis@cipfa.org.uk](mailto:etis@cipfa.org.uk)  
[www.cipfa.org.uk](http://www.cipfa.org.uk)**