



## General rules to be read out to candidates Prior to the start of the exam

Health and Safety – Fire exits / evacuation procedures / do not block emergency exits with coats and bags

1. You should only have on your desk your identification card and the writing or calculating instruments allowed for this examination, together with any items specified in the rubric of the question paper.
2. Mobile phones must be **switched off** and **left in your bag**; where found, they will be removed until the end of the exam. If you have a mobile phone in your pocket please go and put them into your bag or hand them to the invigilator now.
3. You may not have any written or printed material potentially relevant to the exam about your person.
4. Reading time: An additional 10 minutes of reading time is allowed at the start of the examination. You may highlight, underline and make notes on the EXAM PAPER ONLY.

DO NOT WRITE ON THE EXAM ANSWER BOOKLET.

5. Please ensure that you write your candidate number on the front sheet of the exam script booklet, as well as on any additional sheets. Do not write your name on any part of your exam script. Ensure that you write the number of additional sheets on the front of your exam script booklet and secure them safely before handing them to the Invigilator at the end of the exam. Additional sheets and treasury tags are available.
6. You may wish to plan your questions; this can be completed on separate paper or an extra exam booklet (where available). This can be included as part of the marking. If you wish this to be included, you must ensure it is attached with your answers with a treasury tag. If you do not want your workings out marked, you must cross this through.
7. Always start each question on a new page in your exam script booklet, and write the question number at the top.
8. You may **not** speak or communicate with any other candidate. If you wish to ask a question, you should attract the attention of the Invigilator by raising your hand.
9. You will **not** be allowed to leave the examination room until after the first 30 minutes have elapsed. If you wish to leave after that time, you must raise your hand and wait for an Invigilator to collect your script.  
**ALWAYS remain in your seat until your script has been collected and you have been dismissed.**
10. You are not allowed to leave the room during the last 15 minutes of the exam.
11. You will be advised when you have 15 minutes left for completion of the examination.
12. You have           2 hours 10 minutes (Units 1, 2 and 3 and Unit 4 Weights and Measures) or  
                          1 hour 40 minutes (Unit 4 Food, Feed and Product Safety).
13. You may start reading now.

## AT THE CONCLUSION OF THE EXAMINATION

1. Advise students when they are nearing the end of the examination, e.g. "You now have 15 minutes left".
2. At the allotted time, tell students that they must stop writing and check that they have completed the front page of their answer script, and have attached any additional sheets. If they have answered questions from a specific nation legislation, ensure you have confirmed this on the answer booklet in the area specified.
3. Stress that each candidate must remain in their seats until ALL paperwork has been collected.