

NOTICE TO CANDIDATES



UNIVERSITY of CAMBRIDGE
ESOL Examinations

All Cambridge ESOL examinations (except YLE)

**This notice has been written to help you. Read it carefully and do as you are asked.
If there is anything you do not understand, ask your teacher or the examination supervisor.**

RULES AND REGULATIONS

- You must provide photographic proof of your identity (for example: national identity card, passport, police certificate of identity, driving licence) and your statement of entry at every paper.
- Only have on your desk what you need to complete the examination (pens, pencils and erasers).
- Disable any alarms on your mobile phone, or other electronic devices, then switch it off and place it with your personal belongings where the supervisor indicates.
- Stop writing immediately when told to do so.
- Wait until your candidate access token or question paper, answer sheet(s) and any paper used for rough work have been collected by the supervisor before you leave the examination room.
- **DO NOT** cheat, copy, give anything to, take anything from, or talk to another candidate.
- **DO NOT** have with you any electronic device such as mobile phones, digital sound recorders and MP3 players, cameras etc.
- **DO NOT** use, or attempt to use, a dictionary (except in Skills for Life **Reading Entry 1, 2 and 3**, where English-English dictionaries only may be used).
- **DO NOT** use correction fluid on answer sheets.
- **DO NOT** talk to or disturb other candidates during the examination.
- **DO NOT** smoke, eat or drink in the examination room, apart from plain still water only from a plastic bottle with a secure lid.
- **DO NOT** leave the examination room for any reason without the permission of the supervisor or invigilator.
- **DO NOT** permanently leave the room within a certain period of time from the start (which will be explained to you by the invigilator) or within 10 minutes of the official finish time. In all cases, you must ask for permission to leave.
- **DO NOT** take any information relating to the examination questions or answers out of the examination room.
- **DO NOT** make any noise near the examination room.

ADVICE AND INFORMATION

Make sure you are on time

- Know the date, time and place of your examination and arrive well before the scheduled starting time.
- If you arrive late for any of the papers, report to the supervisor or invigilator. In some cases you may not be allowed to take the examination.
- If you are admitted, not all of your work may be accepted.
- If you miss any of the papers, you may not be given a grade.

Advice and assistance during the examination

- Listen to the supervisor or invigilator and follow the instructions.
- If you are not sure about what to do, raise your hand to attract attention. The invigilator will come to your assistance.
- You must not ask for, and will not be given, any explanation of the questions.
- If you do not feel well on the day of the examination or think that your work may be affected for any other reason, tell the supervisor or invigilator.

Examination instructions specific to paper-based tests

- Read carefully and follow the instructions printed on the question paper and on the answer sheet.
- Tell the supervisor or invigilator at once:
 - if your personal details shown on the answer sheet are wrong
 - if you think you have been given the wrong question paper
 - if the question paper is incomplete or badly printed.

Examination instructions specific to computer-based tests

- Read carefully and follow the instructions given on screen.
- Tell the invigilator at once:
 - if your personal details shown on the screen are wrong
 - if you think you have not been given the right test
 - if the on-screen questions are incomplete or poorly presented
 - if your headphones are not working.

DISQUALIFICATION WARNING

If you cheat, use any unfair practice or break the rules, you will be disqualified.

THIS NOTICE MUST BE VISIBLY DISPLAYED OUTSIDE (NOT INSIDE) THE EXAMINATION ROOMS.