



INSTITUTE OF CHARTERED SHIPBROKERS

Guidelines to ICS Examination Candidates 2012

What to expect during your exam

Don't forget - you MUST provide photo identification to be admitted to the examination.

- Make absolutely sure you have checked the **Examination Timetable** and that you have the right date and time for your exam. People who miss their exams cannot re-sit until the next examination year.
- Please bring your student registration number with you to the exam.
- Make certain you know where your Examination Centre is, and how to get there. Get there in plenty of time. Candidates arriving more than 30 minutes late will not be admitted into the examination room.
- It's your responsibility to bring your equipment (pens, pencils, calculators etc) for the exam. It is expected that you will complete the examination in blue or black pen.
- All equipment must be in a transparent (see through) case/container.
- **No electronic devices whatsoever will be allowed.** This includes cell 'phones/pagers/blackberrys/smart-phones etc.
- Calculators are only permitted if they are **not** programmable. Candidates should note that any calculators with an alpha keyboard will be disallowed. Failure to comply could result in your disqualification.
- Dictionaries are not allowed.
- No smoking, food or drink is permitted.
- Scrap paper is not permitted. You may only write on your examination answer booklet. Anything you don't want marked needs to be crossed out before the end of the examination.
- The use of correction fluid is not permitted.
- You will be called into the examination room a few minutes early and asked to find the desk with your student registration number on it.
- **Pay attention to the instructions on the answer booklets.** Do not turn over the question paper until instructed to do so.
- Every year mistakes occur because people haven't paid attention to the specific instructions. The best thing you can do is manage your nerves and take some time at the beginning of the exam to follow all the written instructions carefully.
- Answer the question carefully (see Study and Examination Guidelines on www.ics.org.uk for further details).
- Manage your time and have a plan of action before the exam. You have five questions to answer in 3 hours, meaning you have an average of 36 minutes per question. Make sure that you are in the right frame of mind to address this much work and that you take into account some time for reading the question, planning your answers and proof-reading at the end.
- You may not leave your place during the examination without the express permission of the Invigilator.
- Follow **all** instructions given to you by the Invigilator.
- If you choose to leave the examination room early (not recommended!) you may only do so after the first 40 minutes has elapsed. You may not leave the room during the last 15 minutes of the examination.
- No one may leave the room without handing their answer and question paper to the Invigilator.
- At the end of the examination, no one will be allowed to leave until all question papers and answer booklets have been collected.
- Be aware the Invigilators are only there to issue necessary instructions and manage the exam. They are not permitted to enter into any discussion with candidates whatsoever. Any attempt to communicate with other candidates will be treated as malpractice ('cheating'). Such behaviour will be reported by the Invigilator to the Institute who may consider such misconduct to be grounds for disqualification.