



## Information for Examination Centres and Candidates

### Conduct of Examinations

#### 1. Before Examination

##### **Centres should:**

- Check that the candidate listing and question papers have been received at least 10 days prior to the examination.
- Inform **nabim** if the security of the examination papers is put at risk by damage, loss, theft or any other circumstances.
- Securely store all question papers prior to the examinations.
- Not open the sealed envelopes containing the examination papers prior to the examination.
- Appoint an invigilator(s) and brief them on the requirements of conduct of the examinations.
- NB: In exceptional circumstances, a centre may request permission to vary the starting time/date or venue of the examination. Such requests must be made in writing to **nabim** no less than one week before the scheduled timing of the examination.

#### 2. Examination Room

##### **Centres must ensure that:**

- Suitable arrangements have been made for any candidates with special requirements – to be arranged between the centre and registrant.
- Examinations are held within suitable accommodation with adequate lighting, heating and ventilation.
- The examination room is in a suitably quiet, undisturbed location.
- Candidates are seated separately so as to avoid any disturbance and to avoid candidates observing the work of others.

##### **Candidates:**

- Should arrive in the examination room between 10 and 20 minutes prior to the start of the examination.
- Must not bring any materials that may be relevant to the examination (e.g. textbooks, notes etc) into the examination room.

*continued overleaf*

### **3. Starting the Examinations**

- Candidates should be given an answer book by the invigilator 10 minutes before the examination is due to start.
- The rules to be observed during the examination will then be read out to all candidates.
- No eating, drinking (except water) or smoking are allowed during the examination.
- Candidates must complete their written examinations in English.
- The sealed envelope containing the examination papers should then be opened, the papers distributed, and the examination begins.

### **4. Invigilating the Examinations**

- Invigilators must be alert and observe candidates at all times.
- If a candidate needs to leave the room, another centre official must accompany them.
- *Late entry and early departure* - No candidate may enter the examination room more than one hour after the timetabled start of the examination, and no candidate should leave the room in the first hour.
- Before the end of the examination, the invigilator should remind the candidates when there are 30 minutes and 10 minutes remaining.

### **5. End of the Examination**

- When the allotted time ends, candidates must be told to stop writing.
- The invigilator should remind the candidates that the required information should have been entered on the front page of their answer books.
- The invigilator must collect all scripts before the candidates leave the room.

#### **Centres must ensure that:**

- All scripts are dispatched to **nabim** as soon as all the **nabim** exams being held at their centre have been completed – and certainly by no later than Friday 17 May 2019. *The scripts should be accompanied by **the list of registered candidates**, marked to indicate which, if any, did not attend the examination.*