



INSTITUTE OF CHARTERED SHIPBROKERS

Guidelines to Institute Examination Students

What to expect during your exam:

- Make absolutely sure you have checked the **Examination Timetable** and that you have the right date and time for your examination.
- Make certain you know where your Examination Centre is, and how to get there. Get there in plenty of time. Students arriving more than 30 minutes late will not be admitted into the examination room.
- Please memorise your student registration number and do not forget to bring your photo identification (i.e. passport, drivers licence, etc.). **You must provide photo identification to be admitted to the examination.**
- It is your responsibility to bring your equipment (pens, pencils, calculators etc) for the examination. All equipment must be in a transparent (see through) case/container. You must complete the examination in **blue or black pen**.
- **No electronic devices whatsoever will be allowed.** These include mobile phones, pagers, smartphones, iWatches, etc.
- Calculators are only permitted if they are **not** programmable. Students 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 with the exception of a bottle of water per student.
- Loose paper is not permitted. You may only write on the examination answer booklet(s) provided. Anything you do not want marked is to be crossed out before the end of the examination. Do not remove any pages from your answer booklet(s).
- 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.

- Follow **all** instructions given to you by the Invigilator. Be aware the Invigilators are only there to issue necessary instructions and manage the examination. They are not permitted to enter into any discussion with students whatsoever. Any attempt to communicate with other students 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.
- Manage your time and have a plan of action before the examination. You have five questions to answer in three (3) hours, meaning you have an average of 35 minutes per question. Make sure that you take into account some time for reading the questions, planning your answers and proof-reading at the end.
- If you choose to leave the examination room early, 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 booklet 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 by the Invigilator.