



Institute of Financial Accountants exam day requirements and guidelines

Conduct of the Institute's Examinations

Invigilators are appointed by accredited external examination centres, or by a college designated as an approved examination centre, or by the British Council. Invigilators are responsible for the proper conduct of the examination session at each centre. Invigilators' rulings on any matters arising during the examination session are final.

Students may exceptionally enter the examination centre **up to half an hour** after the start of a paper but must provide an explanation of their lateness which, together with their student number and time of arrival, will be reported to the Institute.

Such registered students will not be granted extra time as standard, but in exceptional circumstances may be allowed extra time at the discretion of the exam centre. All such students will have their performance and their reason for lateness considered by the Assessment and Quality Board when they come to determine the results of the examination. Students who arrive more than half an hour after the start of a paper will not be admitted to the examination, unless their lateness has been caused by exceptional circumstances beyond their control, and only then when permission for entry has been given by the Invigilator-in-Charge. Each student will be provided with a separate workstation on which will be displayed his or her student number.

Students **must not** become involved in any unfair or dishonest practice in any part of the examination.

Sitting an examination in the name of another candidate, or allowing another person to sit an examination in their name, is gross misconduct and may amount to a criminal offence. Students **must not** have in their possession any unauthorised material or equipment which might give an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, reading pens and electronic or radio communication devices, including mobile telephones, iPods, MP3 players and pagers. Students **must not** have in their possession any instrument which can capture a digital image. Any pencil cases taken into the examination room **must** be see-through.

If a student has any unauthorised items that need to be stored during the examination, so that they are not in the student's possession, they **must** follow the instructions issued by the centre. If there is any doubt, the student **must** ask an invigilator before the examination starts.

Possession of unauthorised material is breaking the rules, even if there is no intention to use it. The student will be subject to penalty and possible disqualification.

Students **must not** talk to, attempt to communicate with, or disturb other candidates once the examination has started.

Students are provided with lined and analysis paper or booklets and tags for fastening their papers together.

Pocket calculators may be used provided they are **not**:

- Operated in such a way as to disturb other students i.e. silent mode

- Dependent on a mains supply

- Used during the examination to display information or run programs stored prior to the examination.

- Non-programmable calculator

- Not part of a mobile phone or other device capable of communication

Students may not bring coats or bags into the examination room. These should be left in a suitable place outside the room, or where no facilities are available, at the rear of the hall with the agreement of the invigilator.

Students may take into the examination one copy of reference texts as approved by the Institute from time to time or outlined in the conditions for that exam. The exam syllabus and letter of admission will confirm any texts that may be taken into the exam. Photocopies, loose sections or isolated pages of text are prohibited.

Texts may be annotated **only** to the extent of underlining, sidelining and highlighting. Students may not take any book, paper or manuscript into the examination other than those approved by the Institute.

After an examination has started students who leave an examination hall without permission or unescorted will not be allowed to return.

Students who leave during an examination not intending to return must hand in their answers to the Invigilator-in-Charge. Students may not leave during the first or last half-hour of any paper unless there are exceptional circumstances and only then when permission has been obtained from the Invigilator-in-Charge.

At the close of an examination students must remain seated until they are advised by the Invigilator-in-Charge that they may leave.

It is the duty of the Invigilator-in-Charge to report to the Institute all cases of irregularity or misconduct in connection with an examination. The Invigilator-in-Charge is empowered to stop the examination of students who conduct themselves improperly, but expulsion from the examination would be resorted to only when it is considered that such action is essential.

Any unauthorised material introduced by students into an examination hall will be deposited with the Invigilator-in-Charge and may be retained for transmission to the Institute if so required.

Students may not pass any information from one to another during an examination unless expressly authorised to do so.

The Institute reserves the right to withhold publication of the results of any examination of students suspected of having been involved in any irregularity or misconduct in connection with an examination, pending the completion of investigations into the alleged irregularity or misconduct. Students so involved will be referred initially to the Assessment Review Board.

Unless otherwise indicated, the answer to each question must be started on a separate sheet or page, but where a question consists of two or more parts, this does not apply to the separate parts.

Each sheet or page must bear the question number and each separate sheet or booklet the student number. **The name of the student must not appear.**

Written answers are to be in pen, but flow charts, graphs and diagrams may be drawn in pencil. In written answers students should submit details of all relevant calculations and workings; if these cannot be incorporated in the answer, they should be marked as rough workings and attached to the script.

When an examination is declared to be over students must stop writing immediately and put down their pens and pencils. They will be given a short time to assemble their answer folders or booklets and fasten their completed scripts using the tags provided. Students are responsible for ensuring that all their answers are included.

Students who write during the time allocated for assembling their scripts will be reported to the Assessment Review Board for misconduct. Students leaving the examination before the end of the paper will hand in their answers to the Invigilator-in-Charge. All others will be allowed to leave only when they have handed in their answers in accordance with the instructions of the Invigilator-in-Charge.

When students have assembled their scripts, the Invigilator-in-Charge and clerical staff will collect in numerical order, a script from each student. Only when all scripts have been collected will the Invigilator-in-Charge advise students that they may leave.

Students who do not wish to submit a script must give a declaration to that effect and write 'No Answers Submitted' on the front of their answer folder or booklet. Such scripts will be collected in the normal manner and must contain all rough work even though this will not be submitted for marking. An application to enter any of the Institute's examinations will be regarded as an agreement by the student, with the Institute, that all written replies to papers are the property of the Institute and will not be returned to the student.

Students may not remove any paper or other materials supplied, including the printed question paper, from the examination except on the authority of the Invigilator-in-Charge. Where appropriate, copies of the question paper will be available after the examination.

Special consideration

Students who feel that special circumstances have affected their performance in an examination should contact the Institute in writing within ten days of the examination using the form provided to the Centre for Special Consideration.

Disruption to exams – for example due to adverse weather or conditions, or where exam venues have to close

Policy and procedures

The IFA takes every possible step to ensure exams run smoothly.

The IFA, however, recognises that sometimes there are circumstances which make it extremely difficult or impossible for students to get to the exam venue or an exam venue may have to close for unforeseen reasons.

Disruption due to adverse weather or major failings in transportation

Where extreme weather conditions, such as ice or snow disrupt roads and public transport, or some major failing in the transportations system affect student ability to attend exams and the IFA consider the circumstances severe enough, students who have been unable to reach their exam venue will be offered a place at the subsequent exam sitting free of charge.

If there are adverse conditions affecting transportation, students should contact their exam centre direct to establish whether or not the exam sitting is taking place.

Any students unable to attend an exam due to such circumstances should contact the IFA within 24 hours of the exam date and time and provide appropriate support information to confirm this is the case.

Please note that routine or non- emergency traffic or transport delays are not considered legitimate reasons for students' delayed arrival or absence from exams.

Disruption due to unforeseen exam venue closure

There may also be cases where exam venues can sometimes unforeseeably close. For example, when a public health alert halts normal working practices and ability of an exam venue to host exams.

Where the exam venue is unavailable for whatever reasons this would normally be advised to students prior to the exam due to take place. Where this occurrence happens if there is some other near alternative exam venue available this will be offered as an alternative. Otherwise any students in this position will be offered a place at the subsequent exam sitting free of charge.

In all cases, **unless advised prior to the exam by the IFA headquarters staff**, students are expected to make all reasonable efforts to get to the exam venue.

STUDENT DISCIPLINARY PROCEDURES

Students come within the jurisdiction of the Institute's disciplinary procedures. Additional disciplinary matters such as misconduct at examinations, providing misleading or falsified information at the time of registration or when claiming exemptions, are also dealt with by the Institute's Disciplinary Procedures.

The rules governing these disciplinary procedures are set out in regulations made under the Institute's bye-laws. Copies of these are available on request from customer services.