

NOTICE TO CANDIDATES



UNIVERSITY of CAMBRIDGE
ESOL Examinations

English for Speakers of Other Languages

KET, PET, FCE, CAE, CPE, BEC, CELS, ILEC and TKT Examinations

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) at every paper
- Only have on your desk the materials and equipment necessary for the papers you are taking
- Switch off your mobile phone or any other electronic device and place it with your personal belongings in the area designated by the Supervisor.

YOU MUST NOT . . .

- Cheat, take part in any unfair practice or break the rules in any way when taking the examination
- Have in your possession any electronic device. This includes mobile phones
- Use, or attempt to use, a dictionary (except in CELS Tests of Reading and Writing, where monolingual dictionaries only may be used)
- Talk to or disturb other candidates during the examination
- Smoke or eat in the examination room, but you are allowed to drink still water only from an unbreakable container with a secure lid.

ADVICE AND INFORMATION

Make sure you attend on time

- Know the date, time and place of your examination and arrive well before the scheduled starting time, or as advised
- If you arrive late for any of the papers, report to the Supervisor or invigilator. 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 without good reason, you will not normally be given a grade.

Provide what you need

- Take into the examination room only the pens, pencils and erasers which you need for the examination
- Correction fluid must not be used on computer answer sheets
- Leave anything which you do not need or which is not allowed in the designated area as instructed by the Supervisor
- You may not lend anything to, or borrow anything from, another candidate during the examination.

Examination instructions

- Listen to the Supervisor and do what you are asked to do
- Tell the Supervisor or invigilator at once
 - if you think you have not been given the right question paper
 - if the question paper is incomplete or badly printed
- Read carefully and follow the instructions printed on the question paper and on the answer sheet
- Fill in any details required on the front of your question paper and on your answer sheet before the start of the examination.

Advice and assistance during the examination

- If you are in doubt about what to do, raise your hand to attract attention. The invigilator will come to your assistance
- You may not ask for, and will not be given, any explanation of the questions
- If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the Supervisor or invigilator.

Leaving the examination room

- You may not leave the examination room for any reason without the permission of the Supervisor or invigilator
- When you finish a paper, you must not leave within the first hour of the start time or within 10 minutes of the official finish time. However, for:
 - BEC Vantage Writing, you may leave after 30 minutes but not within 10 minutes of the end, if given permission to do so
 - KET Reading/Writing, FCE Reading and Use of English, CAE Reading, BEC Vantage Reading, BEC Higher Reading and Higher Writing, ILEC Reading and Writing, you may leave after 45 minutes but not within 10 minutes of the end, if given permission to do so
- Do not leave the examination room until your question paper and answer sheet(s) have been collected by the Supervisor
- Do not take any information relating to the examination questions or answers out of the room
- Do not make any noise near the examination room.

DISQUALIFICATION WARNING

If you cheat, use any unfair practice or break the rules in any way, you may be disqualified.