

A guide to your examinations

We know exams can be stressful, so here is a checklist to help you prepare.

Wherever you are studying in the world, your examinations will be run to the same high standards and follow the same rules and regulations.

Prepare for your exams by carefully reading your Admission Notice, the Notice to Candidates and Rules for Examinations, the General Regulations and information on the International Programmes website www.londoninternational.ac.uk/exams.

If any additional materials are permitted you will be sent a separate notification with your Admission Notice.

Before the examination

Do...

- Arrive at least 30 minutes before your examination is due to start. Confirm times with your examination centre, as they may differ slightly from those published on your Admission Notice.
- Turn off all electronic devices, including phones, tablets, music players and smartwatches and leave with your belongings before taking your seat. You must not have any of these items with you during the exam.
- Place your admission notice and photographic identification on your desk, these should be in full view throughout the exam.
- Listen carefully to the invigilator's announcements.

Don't...

- Arrive late - you will not be given any extra time and your work may not be accepted.
- Bring any books, notes, instruments or materials of any description into the exam room unless these appear on your Permitted Materials List.
- Keep anything in your pockets.
- Take food or drink other than a bottle of water in a clear container.
- Open or read the question paper until you are told to do so

During the examination

Do...

- Follow all instructions given by the invigilators.
- Carefully read the instructions on the front of your question paper and answer book before you start writing.
- Write clearly.
- Write all of your answers in English, unless you are told otherwise.
- Complete all rough work in your answer book, which you should then cross out before submitting.

Don't...

- Leave the exam room during the first 30 or last 10 minutes of the examination.
- Visit the restroom unless given permission and accompanied by an invigilator.
- Write your name anywhere on your answer books.
- Communicate with other candidates in any way.
- Use scrap paper or write on your admission notice.
- Write with a pencil, unless you are drawing a diagram or answering multiple choice questions.
- Use correction fluid.

Rule breaking

- Every year we discover students breaking the rules for assessment. Any student under investigation will have their results for the year withheld and if they are found guilty of an offence they may be penalised. Penalties range from the cancellation of a paper through to termination of registration.

At the end of the examination

Do...

- Stop writing as soon as the end of examination is announced.
- Check that you have written your candidate number correctly on your answer books.
- Tie any supplementary pages inside the back of your main answer book using the string provided.
- Remain at your desk until all answer books and question papers have been collected.

Don't...

- Remove question papers or answer books from the examination room.

Mitigating Circumstances

- If you believe an unexpected problem affected your performance, contact us immediately by email. Include a detailed medical report or any other relevant evidence.

Good luck with your examinations!