



## Information for Examination Centres

### Conduct of Examinations

#### 1. Before Examination

- Check that the question papers and candidate list have been received at least 10 days prior to the examination.
- **UK Flour Millers** must be informed 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.
- The sealed envelopes containing the examination papers must not be opened prior to the examination.
- Appoint an invigilator(s) and brief them on the requirements of conduct of the examinations outlined in sections 3-5 overleaf.
- 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 **UK Flour Millers** no less than one week before the scheduled timing of the examination.

#### 2. Examination Room

- Suitable arrangements must be made for any candidates with special requirements – to be arranged between the centre and registrant.
- Examinations are to be held within suitable accommodation with adequate lighting, heating and ventilation.
- The examination room must be a suitably quiet, undisturbed location.
- Candidates should arrive in the examination room between 10 and 20 minutes prior to the start of the examination.
- Candidates should be seated separately to avoid any disturbance and to avoid candidates observing the work of others.
- No materials that may be relevant to the examination (e.g. textbooks, notes etc) are allowed within the examination room.

*continued overleaf*

## Flour Milling Examinations

### 3. Starting the Examinations

- Candidates should be given an answer book 10 minutes before the examination is due to start.
- The rules below are then to be read out to all candidates:
  1. *Candidates must not have any notes, books, dictionaries or other information with them during the examination.*
  2. *All mobile phones, pagers, alarms etc must be switched off.*
  3. *On the front page of their answer book, candidates should enter their correct name, centre number and student number, and ring the correct module number. They should also date and sign the book.*
  4. *Candidates should read and follow the five instructions on the front page of the answer book.*
  5. *Candidates must not communicate with anyone apart from the invigilator.*
  6. *To speak to the invigilator, please raise your hand.*
  7. *No eating, drinking (except water) or smoking during the examination.*
  8. *All written assessments must be completed 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.
- All scripts should be dispatched to **UK Flour Millers** as soon as all their exams being held at your centre have been completed – and certainly by no later than Friday 19 May 2023. *The scripts should be accompanied by **the enclosed list of registered candidates**, marked to indicate which, if any, did not attend the examination.*