



Information for Examination Centres

Conduct of Examinations

1. Before Examination

- Check that the question papers and candidate listing have been received at least 10 days prior to the examination.
- **nabim** 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 **nabim** no less than one week before the scheduled timing of the examination.

2. Examination Room

- Examinations are to be held within suitable accommodation with adequate lighting, heating, and ventilation.
- Suitable arrangements must be made for any candidates with special requirements – to be arranged between the centre and registrant.
- The examination room must be a suitably quiet, undisturbed location.
- Candidates should be in the examination centre 10 minutes prior to the start of the examination.
- Candidates should be seated separately to avoid any disturbance and to avoid candidates observing each other's work.
- No materials that may be relevant to the examination (e.g. textbooks, notes etc) are allowed within the examination room.
- In 2018, calculators are required by candidates in the Module 5 and 7 examinations only. Their use in the other examinations should not be permitted.

continued overleaf

3. Starting the Examinations

- Candidates may be given an answer book 5 minutes before the examination is due to start.
- The rules below are then to be read out to all candidates before the start of the examination:
 1. *Candidates must not have any notes, books, dictionaries or other information with them during the examination.*
 2. *In 2018, candidates may use a simple calculator in the Module 5 and 7 examinations only.*
 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. *All mobile phones, pagers, alarms etc must be switched off.*
 6. *Candidates must not communicate with anyone apart from the invigilator.*
 7. *To speak to the invigilator, please raise your hand.*
 8. *No eating, drinking (except water) or smoking during the examination.*
 9. *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, an invigilator 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 **nabim/ATMA** as soon as all the **nabim** exams being held at your centre have been completed – and certainly by no later than Friday 18 May 2018. *You will have a note attached in your envelope which states address for return.*