

## NOTICE TO CANDIDATES

### INSTRUCTIONS

1. Know the dates and times of your examinations.
2. Arrive at the examination room at least 15 minutes before the start of each examination.
3. Bring your own writing instruments and any other equipment required for the examination. Write in blue or black ink. **Only clear / transparent pencil cases are allowed into the examination room.**
4. Carry out any instructions from the invigilators for the examination.
5. During the examination you must not have in your possession any unauthorised materials, including electronic devices e.g smart watches/glasses. Such things must either be left outside the examination room or be handed to the invigilator before examination begins, you must ensure that you know the arrangements at your centre.
6. Read the instructions which are printed on the front page of the question paper. Tell the invigilator at once:
  - a) if you are not given the correct paper or materials listed on the front of the paper;
  - b) if you have an incomplete or badly printed paper.
7. Write your name and full examination number in the spaces provided on each separate sheet used for your answers.
8. Any rough work must be done on the paper provided and, if not be included with your answers, must be left on the desk to be collected by the invigilator and destroyed.
9. If you use more than one sheet of paper for your answers, place all the answer sheets in the correct order and fasten them together as directed by the invigilator.
10. You may **not** leave the examination room without the permission of the invigilator.
11. No question paper may be taken out of the examination room. The question paper issued for each examining session will be retained by the centre for a period of at least 24 hours after the end of examination. No answer paper nor any other examination materials provided by the centre may be taken out of the examination room.
12. No handbag or oversized purse of any kind are allowed to be brought into the examination room.
13. Candidates must bring your **IDENTITY CARDS** and **Statement of Entry** to the examination room at all examination sessions.

### ADVICE

14. Pay particular attention to any instructions on the front page of the question paper about the number of questions to be answered. **DO NOT ANSWER MORE THAN THE REQUIRED NUMBER OF QUESTIONS SINCE ANY ADDITIONAL ANSWERS WILL NOT BE MARKED.**
15. You will be told which examinations do not permit the use of an electronic calculator. You may use an electronic calculator in any other examination, but you must follow the rules printed under rules for the use of electronic calculator.

### WARNING

16. Any attempt to cheat or to disturb any other candidate during an examination may lead to disqualification.

## **RULES FOR THE USE OF ELECTRONIC CALCULATORS**

- a) The calculator must be of a size suitable for use on the desk at which the candidate will sit the examination.
- b) The power supply for the calculator is the responsibility of the candidate and must be integral to the calculator. Where appropriate, the candidate may bring a spare set of batteries into the examination room.
- c) The working condition of the calculator is the responsibility of the candidate.
- d) The calculator must be silent, with a visual display only.
- e) A fault in a calculator will not normally be considered as justifying the giving of special consideration to the candidate.
- f) Calculator cases, instruction leaflets or instructions and formulae printed on the lid or cover of a calculator or similar materials must not be in the possession of candidates during the examination, or must be securely covered if they cannot be removed.
- g) External storage media e.g. card, tape, disk, smartcard and plug-in modules, must not be in the possession of candidates during the examination.
- h) Calculators must not be borrowed from other candidates in the course of the examination for any reason, although the invigilator may provide a candidate with a replacement calculator.
- i) Programmable calculators may be used. However, calculator with any following facilities are not allowed, unless stated in the syllabus:
  - Graphic displays
  - Data banks
  - Dictionaries
  - Language translators
  - Retrieval or manipulation of text or formulae
  - QWERTY keyboards
  - Bulid-in symbolic algebraic or manipulations (output must be numeric not algebraic)
  - Symbolic differentiation or intergration (output must be numeric not algebraic)
  - Capability of any remote communication.
- j) Candidates are responsible for clearing any information and/or programs stored in the calculator before the examination.

The use of any such calculator will be regarded as malpractice.

**EXAMINATIONS DEPARTMENT,  
MINISTRY OF EDUCATION,  
BRUNEI DARUSSALAM.**

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