

## AICE Test Day Procedures for Candidates

### Candidate Identification

Candidates MUST bring an ID with them to the testing room, even if they know their proctor. A drivers license/permit is preferred, but a school ID will be accepted. You will NOT BE PERMITTED INTO THE TESTING ROOM WITHOUT AN ID.

### Candidates must:

- Provide their own pens, pencils, ink, drawing instruments (including rulers), and erasers.
- Write their essays clearly in non-erasable black or dark blue ink.
- Use soft pencils (type B or HB) for multiple-choice tests. No mechanical pencils allowed.
- Use only pencils or pens in other colours for diagrams and maps if the question paper says they can.

### During the exam, candidate must NOT use:

- Red or green ink
- Correcting fluid or tape
- Highlighters on answer sheets, answer booklets, or in the answer sections of combined question and answer booklets.

### Unauthorised Materials:

Unauthorised materials are those that potentially enable or assist candidates to compromise the integrity of of the assessment by:

- Concealing information that may be relevant to the assessment
- Sharing information about the assessment
- Accessing information that may be relevant to the assessment

Students in possession of unauthorised materials may be disqualified from taking the exam or have their exam score invalidated.

### The following are examples of unauthorised materials:

- Electronic devices with data storage and/or communication capabilities by any method. For example: mobile phones, cameras, ereaders, Bluetooth headsets, Airpods, tablets, laptops, smartwatches. *This means you cannot bring these devices into the testing room. Find somewhere else on campus to store your cell phone and laptop during testing. Not in the testing room and not in the testing hallway.*
- Revision notes of any kind
- Calculator cases
- Non-transparent pencil cases
- Any packaging with imaging or text on it. Candidates must put food or drink in plain packaging. *This means clear water bottles with no labels and food in Ziplock bags.*

## Timely Arrival


- Candidates should arrive at their testing room 15 minutes before the test time is set to begin. Morning tests will begin at 8:00AM, so candidates should arrive by 7:45.
- Afternoon tests will begin at 12:00PM, so candidates should eat first lunch and arrive by 11:45AM.
- Students who arrive after 8:00AM for a morning exam or 12:00PM for an afternoon exam will not be permitted to enter the exam room and will not test. AICE does not offer make up exams. Your next opportunity will be the next exam series (the following November or June) and the candidate must pay the testing fee.

## After Testing:

- Candidates may not leave the testing room until after the full testing time has elapsed, even if they finish early.
- Candidates must not remove any question papers or question paper content from the exam room. This includes writing questions on statements of entry, typing question content into calculators, etc. This is not a complete list. Failure to comply will result in disqualification.

**Note:** It is likely that Cambridge AICE security officers will visit campus during an exam to inspect exam security. If an inspector enters your exam room, please continue working as normal. There is no cause for concern, as the inspection is not about you as a candidate, but about the exam process as a whole.

# WARNING



**NO unauthorised materials in the exam room. For example:**

- NO mobile phones**
- NO smartwatches**
- NO technology with communication or storage**
- NO unauthorised notes or revision materials**

**If you have unauthorised materials you could be**

# DISQUALIFIED

This poster must be displayed both inside and outside each exam room and be visible to all candidates

Version 3

## Notice to Candidates

**You must:**

- be on time for all exams and any periods of Full Centre Supervision
- follow the instructions of the invigilator
- leave all used and unused exam materials in the exam room.

**You must not:**

- have any unauthorised materials in your possession
- talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room
- be involved in any unfair or dishonest practice before, during, or after the exam.

If you are in any doubt speak to an invigilator.

**If you break any of the rules you could be**

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