

Registration Examination - Day of Exam

Tuesday 2 June 2018

Dear Pre-registration trainee,

Please ensure that you are at your examination venue by 9am.

EXAMINATION SEATING

For your information, a copy of the seating plan has been attached. Make a note of your designated seat for both examinations (refer to your ratified entry form for your Examination Number).

EXAMINATION RULES

Candidates are required to observe the [Examination Rules](#) before, during and after the examination.

OPEN BOOK EXAMINATION REFERENCE SOURCES

References for the Open Book paper will not be provided. It is your responsibility to ensure that you have the correct reference sources and relevant editions. Further information on permitted resources is available using this link [Permitted Reference Sources - Open Book Examination](#). You need to prepare a folder for the Open Book paper containing only the permitted sources and bring it with you on the day of the examination.

EXAMINATION INSTRUCTIONS

In order to ensure that your examination paper is processed and marked correctly, it is really important to carefully read all instructions provided to you at the start of the examination. Please refer to the following links for information about examination instructions for the [Closed](#) and [Open](#) papers and also the [Guidance](#) about how to enter your examination number correctly and how mark an answer on the paper or make a correction.

SIMPLE CALCULATORS ONLY

Calculators with simple calculation facilities may be used. Please refer to [link](#) for an example of the type of calculator allowed. Scientific calculators or use of calculators on mobile phones, smart phones, smart watches or other similar devices is not permitted.

TOILET BREAKS

During the examination, toilet breaks are only permitted in emergencies. Ensure to use the facilities before entering the examination hall.

EMERGENCY EVACUATION PROCEDURES

In the unlikely event of an emergency evacuation at the examination hall, candidates are asked to evacuate the room in silence, in single file via the nearest fire exit and follow the invigilator instructions to the evacuation point. There are 3 fire exits: A, B and C. Candidates are asked to refer to the seating plan and identify their allocated seat and nearest fire exit which may be behind you. Candidates taking the examination at Society House will receive evacuation instructions on the day. In the event of an evacuation, candidates will be closely

supervised by invigilators while they are out of the examination room to make sure no discussion occurs about the examination.

If you have any queries, please do not hesitate to contact us.

Elaine Rafferty
Pre-registration Coordinator