

IGCSE EXAM RULES

1. Candidates must arrive at school at least 1 hour before the exam and be ready at the exam venue 15 minutes before the exam. (If candidate come late to the exam, invigilator may allow candidate to sit the exam but candidate must be warned that their paper may not be accepted by Cambridge to some extent).
2. Candidates must wear school uniform with school ID.
3. Candidates must bring their Statement of entry for each exam.
4. Candidates will be seated according to the seating arrangement for each exam.
5. Candidates must write (in any work they want to hand in) :
 - Candidate name (as written on the statement of entry)
 - Candidate number (as written on the statement of entry)
 - Centre Number : ID078
6. Candidates must **not** open the question paper until they are told to do so by the invigilator(s)
7. Candidates must **not** leave the exam venue until they are told to do so by the invigilator(s)
8. Candidates must not share any stationary or material. Each Candidate must bring a set of stationary/additional material of their own.

STATIONARY, MATERIALS AND OTHER EQUIPMENT

CANDIDATES MUST :

1. Provide their own pens, pencils, ink, drawing instruments (including rulers) and erasers, all stationaries must be placed in **a clear and transparent pencil case**
2. Write their answers **legibly** in permanent, non-erasable black or dark blue ink
3. Use soft pencils (type B or HB is recommended) for multiple choice tests.
4. Use pencils or pens in other colors for diagrams and maps **ONLY** if indicated on the question paper

DURING THE EXAM CANDIDATES MUST NOT USE :

1. Red or green ink
2. Correcting fluid or tape
3. Highlighter pens on answer sheets, answer booklets or in the answer sections of combined question and answer booklets.
Candidates may use highlighter pens on question paper or question sections of combined question and answer booklets.

Science Paper : Materials must be available : Ruler (300mm) and Protractor
Calculator is permitted in all science paper

CALCULATOR

Candidates may use calculator in exams **UNLESS** the relevant syllabus and the front of question paper state that calculators are prohibited. If the syllabus or the front of the question paper do not state that calculators are prohibited or do not mention calculators, candidates can use a calculator if they want to.

Calculators must comply with the regulation below:

1. Calculator must be of a suitable size for use during exam
2. The power supply for and the working condition of the calculator are the responsibility of the candidate and must be integral to the calculator. The candidate may bring a spare set of batteries into the exam room in transparent packaging.
3. Candidates must not have calculator cases (unless they cannot be removed), instruction leaflet or any instructions or formulae printed on the lid or cover of a calculator, or similar. Any cover or case that the candidate cannot remove must be securely covered.

4. Candidates must not borrow calculators from other candidates during the exam for any reason, although the invigilator can provide a candidate with a replacement calculator if the Centre has one available.
5. Candidate must clear any information and/or programs stored in the calculator's memory before and after the exam ; retrieval of prepared information and/or programs during the exam, or removal of question paper content from the exam room, is malpractice.
6. Candidates can use programmable calculators.
However, calculators with any of the following facilities are not allowed, unless stated otherwise in the syllabus:
 - Graphic display
 - Data banks
 - Dictionaries
 - Language translator
 - QWERTY keyboards
 - Retrieval or manipulation of text or formulae
 - Built-in symbolic algebraic manipulations (output must be numeric not algebraic)
 - Symbolic differentiation or integration (output must be numeric not algebraic)
 - Capability of any remote communication

DICTIONARIES

Simple translation dictionaries (dictionary that only translates the word and does not give a translation of the meaning or definition of the word), such as Cambridge Advance Learner Dictionary, English to Bahasa Indonesia or English to Chinese) are allowed EXCEPT in language exams or where they are specifically prohibited in the syllabus.

Electronic dictionaries are NOT allowed

UNAUTHORISED MATERIALS are those that potentially enables candidates to conceal or access information in the exam room.

Having unauthorised materials in the exam room is a breach of regulations and may result in cancellation of exam grades.

Unauthorised materials could include:

- Bags
- Calculator cases
- Instructions leaflets
- Non-transparent pencil cases
- Any packaging with images or text on it (candidate should put food, drink or any other equipment in transparent, plain packaging).
- Computers of any sort
- Any recording devices
- e-readers
- mobile phones
- tablets
- camera
- bluetooth headsets
- Smart Watches or any watch capable of any electronic storage or communication.
- any other electronic device that enables external communication or the storage and retrieval of data, including smart watches.

ALL UNAUTHORISED MATERIALS SHOULD BE LEFT OUTSIDE OR HANDED TO THE INVIGILATOR AND MUST BE PLACED OUT OF REACH AND SIGHT OF THE CANDIDATES

HOLDING ROOM AND POST EXAM ROOM

Candidates in the Holding Room or Post Exam Room are under **Full Centre Supervision**.

During the Full Centre Supervision, candidates:

1. Must not be in the same room as any other people except for supervisors and candidates taking the same exam.
2. Must not have access to telephones, mobile phones, laptops, computers or any electronic devices with or without internet access.
3. Must not allowed to communicate in any way with anyone who is not under Full Centre Supervision at that centre.
4. Must not arrive late for a period of Full Centre Supervision. If candidates fail to attend a period of Full Centre Supervision before or after the exam, it will be considered as possible **malpractice**.
5. May have access to their books and notes, talk to each other, provided that they don't disturb candidates taking the exam.