



ICS

Institute of Chartered Shipbrokers

EXAMS

Before entering the exam room:

- Bring your photo identification and student registration number with you.
- Candidates arriving more than 30 minutes late will not be admitted.
- You must provide your own equipment (pens, pencils, calculators etc.) for the examination, which must be completed in blue or black pen.
- No electronic devices whatsoever will be allowed. This includes cell phones/pagers. Being found with a phone during the examination (even if it is switched off) will result in your disqualification.
- Calculators are only permitted if they are not programmable.
- Dictionaries are not allowed.
- No smoking, food or drink is permitted with the exception of a bottle of water per student.
- Spare paper is not permitted. You may only write on your examination answer booklet. Anything you don't want marked needs to be crossed out before the end of the examination. Do not remove any pages from your answer booklet(s).
- The use of correction fluid is not permitted.

During the exam

- Follow the instructions on the answer booklets. Do not turn over the question paper until instructed to do so.
- You may not leave your place during the examination without the permission of the Invigilator.
- Follow all instructions given to you by the Invigilator.
- You may only leave the examination room early after the first 40 minutes has elapsed and you may not leave the room during the last 15 minutes of the examination.
- No one may leave the room without handing their answer booklet and question paper to the Invigilator.
- At the end of the examination, no one will be allowed to leave until all question papers and answer booklets have been collected.
- Invigilators will issue necessary instructions and manage the exam but will not enter into any discussion with candidates whatsoever. Attempts to communicate with other candidates will be treated as malpractice ('cheating') and will be reported and may be grounds for disqualification.



No electronic devices whatsoever are allowed in the exam room