

Exam Rules and Regulations – T4 – Part B Case Study exam on PC and Strategic Level exams

Please read these rules and regulations carefully

1. Admission to the Exam Room

- a) You must bring the following to gain entry to the exam room:
 - your Admission Advice which is available to download from your My CIMA account.
 - identification showing your photograph, with your name printed and your signature

You should also bring a blue or black pen, a pencil and a calculator

- b) You should be at your desk ten minutes before the start of the reading time for each exam. It is your responsibility to:
 - make sure you sit at the correct desk by checking that your desk number matches the desk number on your Admission Advice for that paper.
 - fill in the Attendance Slip before the start of each exam. This is a two-part slip – the bottom half is your receipt as confirmation that you attended the exam. Retain the completed receipt for four months from the date of the exam.
 - when instructed to do so by the Invigilator, you should check that the Word and Excel files on your PC correspond to your candidate number.

- c) Follow the instructions given by the invigilator. You must not read the question paper until instructed.

- d) The doors to the exam room close 35 minutes after the start of the exam. You will not be allowed to enter the exam room after this time unless you have the permission of an Invigilator.

2. Permitted exam materials

- a) Any personal belongings such as briefcases, mobile phones, books, dictionaries, revision notes or written material of any kind must be left in an area designated by the Invigilators. They should not, under any circumstances, be left near your desk
- b) You must switch off all mobile phones prior to entering the exam room.
- c) You may bring a bottle of water into the exam room.

- d) Calculators must be clearly visible on your desk so that Invigilators can inspect them.

We allow the following types of calculator:

- scientific calculators, including those with basic programming functions
- those with standard memory functions
- solar powered (at your own risk)

We do not allow the following types of calculator:

- those with alpha-numeric keyboards (an alphanumeric display of stored data including text equations or alphanumeric formulae)
- personal organisers
- checklists and memo pads
- those that make a noise
- those that are programmable from other sources by detachable modules, barcodes, tapes or cards.
- those that feature graphical displays (can often be identified by model types that end in the letter G' and typically have larger screens)
- those that do not have their own internal power supply
- those that allow text to be saved in their memory
- calculator functions on watches or mobile phones
- those with symbolic algebraic capability
- You cannot use your calculator instruction booklet during the exam.
- It is your responsibility to check the functionality of your calculator before you use it in the exams.

Please remember that, in your answer, you must show the steps you took to arrive at your answer. For more information on calculators please visit our website at:

http://www.cimaglobal.com/Documents/ImportedDocuments/guidance_on_calculators.pdf

3. Reading time

20 minutes reading time is added to the three hours exam time.

During the 20 minutes you can:

- Make notes on or highlight your question paper
- Use the plain paper provided to make notes (please note that this plain paper cannot be submitted for marking)

You are not allowed to:

- start typing
- use your calculator

4. Conduct during Exams

- a) If you need to leave the room to go to the toilet you must be accompanied by an Invigilator
- b) Eating, unless for medical reasons, is not permitted in the exam room
- c) If you contravene exam rules by, for example cheating, helping another candidate to cheat or by having materials or items with you that could give you an unfair

advantage, you will be reported to CIMA's Examinations and Assessment Oversight Panel. This is likely to result in your exam paper being voided. It may also result in CIMA taking disciplinary action against you. The following are deemed to be examples of contravention of exam rules:

- Having any book, notes or documents on you at any time during the exam
- Having any book, notes or documents in a situation which suggests you could have used them during the exam
- Talking to, copying from, or in any way communicating with, another candidate
- Using a mobile phone, including the calculator function
- Leaving the exam room without the permission of an invigilator
- Removing completed documents, question papers, (whether used or blank), from the exam room, during or after the exam.

This list is not exhaustive.

- d) Disruptive conduct during exams will not be permitted. The Invigilator has the right to terminate the exam of any candidate whose behaviour is disruptive and to have the candidate escorted from the exam room. In such cases a full report will be made to CIMA's Examinations and Assessment Oversight Board.
- e) Your answers must be typed in your Word and Excel documents only. Any answers written on your question paper will not be marked.
- f) Do not type any personal communications to the examiner or marker in your script. Any such communication, particularly where it contains vulgar or threatening language will be reported to the Examinations and Assessment Oversight Panel.

5. At the end of the exam

- a) You must stop typing as soon as you are told to do so. If you do not stop typing when told, the Invigilator will report your actions to CIMA.
- b) The Invigilator will give clear instructions to save both scripts (the Word and Excel documents), and to stay at your desk until you are permitted to leave.
- c) Your script will be re-saved by the invigilator and the invigilator will check that you are happy that your work has been saved.
- d) At the end of the exam you must stay in your seat until all your script has been re-saved, and any, question papers and any other materials provided have been collected by the Invigilators.
- e) If you wish to leave the exam before the normal finish time you must notify the invigilator who will save your script and collect your question paper and any other provided materials before permitting you to leave the exam hall. You cannot leave the exam room during the first hour and 20 minutes or the final 15 minutes of the exam.

6. Liability

CIMA will not be liable for any loss of, theft of or damage to personal belongings left in or outside the exam room. Any personal items brought to the exam are done so at the owner's risk.

CIMA Contact Centre

If you need more information, please contact our staff at the CIMA Contact Centre.

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If you are based outside the UK, you might find it easier to contact your local office.