

Candidates' regulations for CIPS exams

Please read carefully before attending an exam

You should report to your exam centre at least 20 minutes before the exam is due to start. Late arrivals are admitted at the discretion of the invigilator and it may not always be possible to give extra time. If you need directions, please ensure that you contact the exam centre beforehand.

On the day of each exam, you must bring with you:

- ✓ Your confirmation letter and CIPS membership card and/or some form of photographic identification. These should be presented to the invigilator before taking your seat.
- ✓ Pens, pencils, rulers, erasers, calculators as required.

Please note the following very carefully:

- ✗ Mobile telephones and other electronic devices, such as music players, are not permitted in the exam room.
- ✗ Any reading material or pre-prepared notes must be left in a bag and placed at the front of the exam room. The only exception to this is for candidates taking *Supply Chain Management in Practice* at Level 6, Graduate Diploma, which is an 'open book' exam.
- ✗ You may not use a dictionary during the exam and you will not be penalised for poor spelling or grammar.
- ✗ All bags, coats and other items not specifically required or permitted during the exam must be placed at the front of the room.
- ✗ You are not permitted to eat or smoke during an exam, but you may be permitted to drink water or a soft drink which you must supply yourself. Alcohol is not permitted.
- ✗ You should not attempt to communicate in any way or collude with any other candidate during an exam.

Special consideration

Despite all best efforts, occasionally incidents do take place which may have affected your performance or you may have suffered something of a personal nature which may have affected you during the exam.

If you feel that such an incident has occurred, you should firstly refer to the CIPS Reasonable Adjustment policy and the section on 'special consideration'. This is available on the CIPS website www.cips.org.

Requests for special consideration must be submitted in writing (email acceptable) to CIPS within 14 days of the exam and should provide detail of the incident for consideration by the appropriate CIPS Board before the issue of exam results.

Inability to sit the exam

If illness prevents you from attending the exam, you may defer your enrolment at no extra cost.

You should provide a written explanation to CIPS within 14 days of the exam, supported by a medical certificate. The exam fee will be credited to your account for future use, but you must submit a new entry form for the series of your choice.

Breaches of regulations

Any breach of these regulations will be taken extremely seriously and will result in disciplinary action. Candidates will not be awarded marks for any answers submitted in the series and may face a ban on taking exams for up to 3 years.