

Joint Insolvency Examination Board

INSTRUCTIONS TO CANDIDATES

1. Entry into Assessment Hall

a. Admission letter

You are advised to check your admission details carefully and take them into the assessment with you. If you have any queries, please ask for the Joint Insolvency Examination Board on 01908 248 250.

b. Entry to the examination room

You are advised to arrive at the assessment hall at least 30 minutes before the start of the assessment. All your personal belongings should be left away from your desk in the designated area as indicated by the chief invigilator.

c. Lateness

If you arrive after the start of the assessment you must provide an explanation of your lateness which, together with your candidate number and time of arrival, will be reported to the JIEB. You will not be granted extra time but you may apply to the Board to have your performance, together with your reason for lateness, considered by the JIEB when it comes to determining your result. You must write to the Board requesting special consideration immediately after the assessment and you should ensure that you are able to provide sufficient evidence. The Board will not consider any request without supporting evidence.

d. Identification

You are required to take two forms of identification into the assessment hall with you:

- One form of identification must have a signature and a photograph e.g.
 - A current passport,
 - A photographic driving license,
 - National identity document containing photo and signature.
- Other ID must have a signature e.g.
 - Any of the above or
 - A credit / debit card.

e. Emergency action

Should a fire alarm be raised during the assessment, await instruction from the chief invigilator. Throughout the disturbance you must remain silent.

f. Permitted materials

You must bring your own pen and are strongly advised to bring a watch or small clock; you may not make use of alarms / audible reminders which could disturb other candidates.

A non-programmable calculator will be provided.

g. Permitted text

Butterworths Insolvency Law Handbook 13th edition. It is your responsibility to ensure you have a copy of the permitted text(s) for each assessment. Only bound copies of the text will be permitted – photocopies are not allowed. Candidates may not share a text. The text may only be annotated with underlining, sidelining and highlighting. Page tabs may be used but must not be written on. Invigilators are instructed to check text(s) to ensure these regulations are adhered to.

You must not take any other books, paper or manuscripts into the assessment hall.

2. Before the assessment

a. Signature slips

You will be requested to complete a signature slip for each exam before it starts. Time will not be given at the end.

You should leave your completed signature slip and identification on your desk for checking and collection during the assessment. Please ensure that you contact the JIEB to advise of any address change.

b. Answer booklets and Question papers

You will be provided with a separate answer booklet for each of the 4 compulsory questions. Before the assessment starts, you will be given time to enter your candidate number on the front of each answer booklet and your question paper.

3. During the assessment

a. Examination work and preparation of answers

One booklet per question will be issued at the start of the assessment. This booklet is for your written answers and your rough workings. Any work that you do not wish to be marked must be crossed through.

If you require an extra booklet, please ask the invigilator. If you use more than one booklet per single answer, ensure that the extras are fastened together with a tag (provided by the invigilators) and that your candidate number is on each one.

You should submit details of all relevant calculations and workings in your answer booklet(s). Answers must be written in pen, but flow charts, graphs and diagrams may be drawn in pencil.

b. During the assessment

You are required to remain seated during the assessment. If you leave the assessment hall without permission, you will not be allowed to return. Students are not permitted to leave the hall during the first and last 30 minutes of the assessment. If you wish to leave the assessment and not return, you should submit your script to the invigilator.

c. No answers submitted

If you do not wish to submit a booklet for any or all of the questions, you must sign a declaration to that effect and write 'No answers submitted' on the front of your answer booklet(s). These booklets will be collected in the normal manner.

You may not leave the hall until you are given permission to do so.

d. 10-minute warning

The invigilator will give you a warning 10 minutes before the end of the exam. Once the assessment is finished, you will be able to collate your scripts, but no further writing will be allowed.

4. Close of assessment

a. Close

When the assessment is declared closed, you must stop writing immediately. No writing can be completed, even if it is administrative such as writing your candidate number.

If you continue writing once the assessment has been closed, your actions will be classed as misconduct and reported to the Board.

Time will be given for you to assemble your script. You may not remove papers or other materials supplied from the assessment hall unless otherwise instructed.

Scripts and question papers will be collected separately and once your script is collected you may leave the assessment hall. Candidates sitting the Wednesday paper at a provincial centre should be aware that other candidates may be taking a different assessment which runs for 4 hours, therefore your consideration is required when leaving the hall.

b. Request for scripts not to be marked

If you decide you do not want your answers marked, please contact the chief invigilator and complete a declaration to that effect. You will be given a mark of zero which is classified as a 'bad fail' and the sitting will count as an attempt.

5. Misconduct

It is the duty of the chief invigilator to report to the Board all cases of irregularity or misconduct in connection with an assessment. Chief invigilators are empowered to stop the assessment of students who conduct themselves improperly. Expulsion from the assessment hall would be resorted to only when it is considered that such action is essential.

Any unauthorised material introduced by students into an assessment hall will be deposited with the chief invigilator and retained for transmission to the Board.

The Board reserves the right to withhold publication of the results of an assessment of students suspected of having been involved in any irregularity or misconduct in connection with an assessment.

6. Factors affecting performance

If you feel that your performance in the assessment has been adversely affected by illness or other special circumstances, you may apply to the Board to ask for those circumstances to be taken into consideration during the results' determination process, **enclosing appropriate medical or other evidence**. No applications will be accepted without full supporting evidence.

Please note that only events that occurred during the assessment session will be considered, and that any circumstances prior to this cannot be submitted the Board. The Board will assume that a candidate will defer an assessment to the following session if their circumstances prior to the assessment mean that they would need to ask for consideration after the examination.

Any requests for consideration should be sent as soon as possible after the examination, for receipt no later than 28 days after the assessment, i.e. Friday 9th December 2011. If you report an illness or other special circumstances to an invigilator during the assessment, you must also write personally the Board as above.

All special consideration requests are acknowledged in writing. You are responsible for ensuring that the Board is in receipt of correspondence and accompanying evidence.

7. Results notification

The results will be despatched on Friday 2nd March 2012. You can receive your results in the following ways:

- At 5 pm on Friday 2nd March 2012 on the R3 website: www.r3.org.uk
- By E-mail and/or SMS on provision of your contact details at registration
- Letters will be sent first class for receipt on Monday 5th March 2012