



**EXAMINATION RULES AND TIPS**

1. Please ensure that you receive the CORRECT EXAMINATION PAPER.
2. The duration of the Admission Examination is three (3) hours.
3. The PASS MARK is 60%; and a **sub-minimum of 40%** is required for the section on Time Value of Money (TVM). If you obtain 55%-59% you will be eligible for a supplementary examination.
4. Do not add or remove any page from the examination paper.
5. The examination is written under strict examination conditions. **Please note that no eating or drinking will be allowed during the examination.**
6. Candidates must not speak to each other, cheat, exchange books, notes or equipment while the examination is in session. Any books or notes found in use during the examination will be confiscated. An investigation by the Council will be conducted and the candidate's results may be disqualified.
7. Answers MUST be completed only on the supplied question paper. Answers on any other paper/s will not be marked.
8. Rough work or further calculations is allowed on the blank spaces within the examination paper or on the rough pages provided by the invigilator. Rough work or writing not done on these spaces will be confiscated. Ask the invigilator for more paper should you need some.
9. No examination papers/scripts may be removed from the examination room.
10. Read questions carefully and answer all or as many questions as possible (during the allotted time). Where applicable, please number all answers clearly.
11. Please write legibly. Illegible answers will not be marked.
12. Use of cell phones and any other electronic devices not permissible.
13. **Pocket financial calculators may be used. NB: All personal items, save pocket financial calculators, pens and pencils, must be placed in designated location of the examination venue.**
14. Firearms and any dangerous weapons are not allowed in the examination rooms.
15. Disciplinary action will be taken against all those found in transgression of any of these rules and may lead to disqualification from the examination and suspension from future examinations.
16. Viewing of examination scripts must take place within 5 working days of issuance of results.
17. No viewing of scripts of Supplementary examinations is allowed.
18. **Council reserves the right to CANCEL the examination should it be established that irregularities occurred.**

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