

# THE INSTITUTE OF INDIRECT TAXATION ASSOCIATE EXAMINATIONS

## UK TIMETABLE AND EXAMINATION PROCEDURES

### 1. Timetable:

Candidate may enter room	Exam starts	Reading time	Writing starts	Exam ends
1300	1315	1315-1330	1330	1630

Every effort will be made to keep to the above timetable and where practical arrangements will be made for candidates to gain entry to the examination venue at least 15 minutes before the time they are due in the examination room (see above).

### 2. Admission Document and Attendance Register

Candidates will be required to show their Admission Document on entering the room. If a candidate is unable to produce this Document but is listed in the Attendance Register the invigilator may admit them on production of evidence of identity – eg. credit card. If there is any doubt about their eligibility to sit the examination the invigilator may refuse to admit them.

### 3. Admittance to the Examination Room

- it is intended that candidates will be able to enter the examination room 15 minutes before the examination is to start (see above) but not until the invigilators advises them to do so. Once in the examination room we would ask that silence is maintained at all times - this is of absolute importance during the actual examination.
- candidates who are late may be admitted to the examination room at any time within the first 30 minutes of the examination, thereafter no admittance will be allowed
- candidates may be required to show calculators, books, etc that they are bringing into the examination rooms. The invigilator's decision is final with regard to eligibility

### 4. Leaving the Examination Room

- other than to visit the toilet, once the candidate leaves the examination room they will be ineligible to return during that examination
- for fairness to others no candidate may leave the examination room during the last 30 minutes of the examination

### 5. Behaviour in the Examination Room

- during the period of the examination and the administration periods both before and after the examination, candidates may not pass information nor talk to other candidates
- the invigilator shall make a written report of any unacceptable examination behaviour and the Council may take this into account in deciding the success or otherwise of the candidate concerned

- candidates are to provide their own pens and rulers. Calculators (**silent non alpha numeric**) will be allowed into the examination room
- briefcases, other materials, other calculation aids must be left in the place advised by the invigilator
- smoking is not permitted in the examination room

## 6. Special Requirements

If they have not already done so it is important that candidates advise the Institute at the very earliest if they wish to request special arrangements for sitting the examination. They will need to ask for a copy of the requisite form from the Institute which they need to complete and return together with the required supporting papers. Where an illness/injury happens immediately prior to the examination date they should contact the Institute, by telephone – 01883 730658 - if necessary, at the earliest opportunity.

## 7. Reading Time

The paper will commence with 15 minutes reading time. This time is for **reading the examination paper only**. There must be no reading of any other material (eg. legislation books) during this 15 minutes AND no writing whatsoever will be allowed during the 15 minutes reading time

## 8. Examination Procedure

### Invigilator

- the invigilator will advise candidates of the examination requirements
- the invigilator's authority is final during the examination period
- candidates who wish to complain about an invigilator must do so to the Council in writing whereupon the Council may investigate. The candidate will not be entitled to a copy of the Council's findings
- the invigilator may carry out spot checks of books during the examination.

### Time Calls

- candidates may only turn the examination script over and look at the questions once the invigilator has signified the start of the examination
- once the examination has commenced the invigilator will give the following time calls for the assistance of exam candidates:
  - end of the 15 minutes reading time and the time when writing can commence
  - 30 minutes to go
  - 5 minutes to go
  - stop writing - at this time no further writing must be carried out whatsoever. Therefore, candidates must ensure that they have inserted the question numbers, candidate numbers, etc as required before the call

### Presentation of Answers

- write in ink
- **use a fresh writing book for each question** (these will be provided) which you should mark with the question number and candidate number in the spaces provided on the outside front cover - **do not put your name on any part of the answer paper**
- write on the lined side of the paper only
- all workings should be done in the writing books provided

- all answer plans should be in the writing books as they may be taken into account by the examiner
- candidates should note that marks may be awarded for presentation
- on completion of each examination paper you must place your writing books in the envelope provided which you should then seal. You must ensure that you have completed all the details required on the front of the envelope (candidate number and question numbers attempted) Candidates must complete this during the time allocated to the examination as no writing will be allowed, for any reason, once the invigilator has called for candidates to stop writing. **Do not put your name on any part of the envelope It is the candidate's responsibility to ensure that they place all their writing books in the envelope provided and that they complete the required details on both the writing books and envelopes. Failure to do so could result in marks being lost.**

### 9. Books

See the Statement of Practice: Allowing Statute Books and other legislation into the Examination at [www.thejit.org.uk](http://www.thejit.org.uk)

Only the books listed in the Statement of Practice will be allowed into the examination room. Candidates using or found in possession of any other published or written material in the examination room will be disqualified.