



The Institute of Concrete Technology

4 Meadows Business Park • Station Approach • Blackwater • Camberley GU17 9AB, UK
Tel: +44 (0) 1276 607140 • Email: ict@concrete.org.uk • Web: <http://ict.concrete.org.uk>



Candidates' Checklist for Exams

The following information summarises the rules you should follow.

Before the exam

Arrive at the exam centre between 30 and 15 minutes before the exam is due to start.

Unless you are known to the school, college or training provider, you will need photographic identification such as a photo driving licence or passport.

You will need writing implements (include spares) and you could need simple drawing instruments, although freehand sketches are acceptable. Pencil cases should be transparent. Do not use gel pens or highlighters.

You may use a non-programmable, silent, battery or solar powered, scientific calculator that does **not** have facilities for inputting or recalling text. Calculators must be free of lids, cases and covers and instructions. You are responsible for the calculator's power supply and working condition. A calculator may not be borrowed from another candidate during the exam, but an invigilator may give a candidate a replacement calculator. (You may not bring into the exam room electronic communication or storage devices, reading pens and any other products with text or digital facilities.)

All exam answers must be written in English. Candidates whose first language is not English may use an English language dictionary or bilingual dictionary or both, which **MUST** be made known to the invigilator before the exam starts.

What you MUST NOT do

You must not communicate with anyone, for any reason, apart from an invigilator, make a noise or disturb other candidates.

You must **NOT** take into the exam:

- books, notes or any information that may help you to answer questions
- paper for rough work, nor anything that might be passed from one candidate to another
- mobile telephones or any electronic communication or storage devices
- food, but you are allowed to take in water; smoking is prohibited.

You will not be allowed to leave the exam room until 2 hours have passed from the start (1 hour for stage 1: Concrete Practice; or Aggregates in Construction). If you do wish to leave after that:

- raise your hand and ask permission to leave
- leave behind or hand in your work
- leave quietly, without disturbing other candidates.

You will not be allowed to return or to hand in any work taken out of the exam room.

What you MUST do

You must write in blue or black ink; sketches or diagrams may be in pencil. Do not use gel pen or highlighters.

Rough work and calculations must be done in the answer book. They should not be crossed through: rough lists of headings, for example, if you do not have time to develop them all in your answer, can still show your understanding of the topic and may earn you a few vital marks. Rough working can show how your mind was addressing a question, and so forth.

If you have any problems and need to speak to the invigilator, raise your hand to attract attention. If you need to visit the toilet, you will have to be escorted.

When the exam has started

Make sure your candidate number and centre number are correctly written on your answer book **and on any additional pages** and that all your pages are securely fastened together.

Read the instructions on the front page of the exam paper carefully, before reading the questions, so that you are clear about what is expected of you.

Write your answers in the answer book provided, **starting each new answer on a new page**. If you fill up the answer book, ask for some additional lined paper.

You should **not** copy out the questions into your answer book.

At the end of the exam, the invigilator will collect your answer book and any paper with additional work. You may keep the exam paper.

Any action by a candidate contrary to the letter or spirit of these rules, whether discovered during the exam or afterwards, will disqualify the candidate. Such disqualification shall relate to all components of the exam currently entered and in which the offence took place.

After the exam

You may expect the result of stage 1: Concrete practice within two weeks of the exam date; of stage 2 or 3 or Aggregates in Construction before the end of September and for stage 4: ACT by the end of November. Certificates or diplomas for successful candidates will follow a month later.

If you are unsuccessful in your exam, we share your disappointment and your desire to understand why. We have compiled our guidelines in exam preparation and techniques from the weaknesses in answers that have led to fail marks. Read through the guidelines and try to identify areas in which you have fallen short. Your course provider may be able to offer advice. We shall send you a registration form the following year, in order that you may re-sit your exam if you wish.

As the candidate (or the exam centre on the candidate's behalf) you may query an assessment result if you feel that it may be wrong or unfair. Your request should be submitted in writing to the exams administrator, The Concrete Society. It should be received within one month of the notification of the assessment results. A copy of the Review and Appeals policy is available on the ICT website.