

PAA CANDIDATE INSTRUCTIONS (Page 1 of 2)

Exam candidates should read the following instructions before the start of the exam. By submitting an examination script candidates are deemed to have read, understood and agreed to the rules stated below. Please follow all instructions unless specifically told to do otherwise.

What items can I bring to my desk?



- Student ID card
- Unmarked pens, pencils, erasers, rulers, sharpeners etc.
- Sealable clear plastic wallet (no larger than A4)
- Calculator from the Casio Fx-83 or Fx-85 range, only if permitted in your exam
- Cold non-carbonated and non-alcoholic drinks in a clear plastic bottle with no label
- Standard or digital watch to be taken off and placed on your desk
- Small items of non-noisy food.



- Revision/course notes or paper for rough work
- Books, statutes or dictionaries except where approved by the examiner (this will be detailed on the front of the exam paper)
- Calculator lids
- Jackets or coats on back of chairs
- Laptops, media storage devices or audio players
- Headgear (except on religious grounds)
- Ear plugs or earphones
- Smart watches

How to fill in an MCQ Sheet

College number: 10

Test number: If this is not on the front of your exam paper, wait until the exam has started as it may be printed inside. Do not open the paper before the exam has started.

Candidate number: This starts with a letter and is followed by 5 numbers. For MCQ forms only, you should write 4 zeros and the last 5 digits of your candidate number:

E.g. if your candidate number is W12345, it should be written as 000012345

In addition to writing your candidate number, College number and test number, you must also mark the corresponding box in the column directly beneath each digit, for example

COLLEGE NUMBER	
1	0
[0]	[0]
[1]	[1]
[2]	[2]
[3]	[3]

MCQ Sheet



- Use pencils only
- Write only in the boxes provided, as directed on the form
- Ensure your MCQ sheet is placed inside your envelope at the end of your exam

MCQ Sheet



- Do not use a pen
- Do not write anywhere other than in the specified spaces as this will render it void
- Do not crease, tear, staple or hole-punch your MCQ sheet as this will render it void

Before the exam



- Ensure you sit at the correct desk
- Place your ID card on your desk
- Use your candidate number on all stationery
- Ensure your mobile phone/smart watch is switched off and placed underneath your desk in a plastic wallet
- Complete the details on the envelope, your answer booklet and/or MCQ
- Remove any standard/digital watch and leave this on your desk



- Do not communicate with other candidates
- Do not open the question paper
- Do not write anything on the stationery other than the details requested

During the exam



- Write clearly in English (unless another language is specified for the exam) and use blue or black ink
- Raise your hand if you have a query, feel unwell or require more stationery
- Use the answer books for all rough work and strike a line through anything you do not wish to be marked



- Do not permanently leave the exam room in the first hour of your examination.
- Do not use scrap paper for rough work

At the end of the exam



- Ensure your answer books, MCQ sheets and exam paper are placed INSIDE the envelope
- Remain at your desk at the end of the exam until your script envelope has been collected
- Leave the room quickly and quietly and remember to take your personal belongings with you



- Do not continue to write after the exam has finished
- Do not take the exam paper, any used or unused answer booklets or MCQ sheets with you
- Do not talk until you are outside of the building; talking in the bag/coat drop area is not permitted