

# Running ifs Unit 3 Examinations

Please read this in full before the examination date

## Contents

Before the Examination .....	1
At the Start of the Examination .....	2
At the End of the Examination .....	2
After the Examination .....	3
Additional Items .....	3
Timing and Attendance .....	3
Using Calculators and Dictionaries .....	3
<b>Instructions for PC Candidates</b> .....	4
Conduct of Examination Form .....	4
Examination Papers - Return Instructions .....	5
Announcements .....	6

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**Examinations should be conducted as per the instructions issued by the Joint Council for Qualifications EXCEPT as follows:**

## **Before the Examination**

- Ensure that you have received all the items as per the check sheet provided.
- Read Examination Regulations and Announcements (Page 6) and PC instructions (Page 4). Ensure that the Invigilator is familiar with these.
- **Book DHL return collection** for afternoon of the exam. (Page 5)
- The **ifs** uses an e-marker® system, whereby the individual examination scripts are scanned on to a system which then allows the marker to view and mark the script electronically. This allows the **ifs** to release the learners' exam results to the school/college within a shorter space of time. **It is therefore very important that all details are completed correctly - do not allow candidates to use someone else's personalised answer book.**
- Please be aware that, as part of the **ifs** quality assurance procedures, the **ifs** may conduct random inspection visits to examination venues.

## At The Start of The Examination

### Distribute the following to the learners:

- Question Paper:** **WHITE** booklets, sealed in specialised poly bags to be opened in front of the learners at the start of the examination.
- Case Study Material:** **(CeFS only) BLUE** booklets, sealed in specialised poly bags with the question papers.
- Pre-Release Material:** **(DipFS only) GREEN** booklets – All **DipFS** learners should be provided with a “clean” examination copy. Learners may NOT bring pre-release material obtained prior to the examination into the examination room.
- Answer Books:** **Pre Printed** booklets with learner details. Blank answer books are available for late entries to the examination. These should be kept in a secure location prior to the examination.

Blank sheets of paper should be issued to learners if they require extra paper for a specific section. Please ensure they write their name and candidate number and indicate which question it is on the top left hand side of the page. This must then be attached to the answer book with a treasury tag.

### Attendance Register

The invigilator should mark the appropriate boxes on the yellow attendance register to indicate attendance. The attendance register should be clearly marked with “DNS” (for Did Not Sit) for people who have NOT attended, and sign accordingly. Should any additional learners be added to the exam please notify the **ifs before starting** to check if they are eligible. Once approved, please add their details to the attendance register.

### Announcements

Please read out the announcements on Page 6 to your learners.

## At The End Of The Examination

- Please ensure that all answer books have been completed fully, with particular regard to the ‘Question’ box and ‘Examination’ (CeFS or DipFS).
- All learners **MUST** sign their answer booklet. Failure to do so could result in their paper not being marked.
- If extra paper has been used this **must** be attached to the answer book with a treasury tag.
- Email copies of PC candidates work to **ifs** as per instructions on page 4.
- Ensure that all of the question papers, case study material, answer books and exam paperwork are collected. **ALL ifs** examination material must be handed back to the invigilator, under no circumstances is a learner allowed to remove any of the **ifs** examination material from the examination room. **This is then to be delivered securely to the Examinations Officer.**

## After the Examination

- Once the examination has finished indicate on the yellow attendance register that the answer booklet, the question paper and the case summary / pre-release booklet have been collected, and sign the register accordingly. Return this to the *ifs* as soon as possible in the pre-paid A5 envelope provided.

The front sheet can also be used to note any problems encountered during the examination that are not covered by the Conduct of Examination form.

- All answer books must be locked away until dispatch.
- Your Examinations Officer has scheduled a DHL collection for the afternoon of the examination. **Please ensure that only COMPLETED answer books are returned by courier.** Please see page 4 for candidates who used a PC.
- **After the examination the papers should be kept in a secure location for at least 48 hours.** This incubation period is designed so that any learner who was not able to take the examination on the correct day due to circumstances beyond their control, may, at your discretion, take the examination later.

Please contact us for further instructions on what to do should you have a learner who is in this situation. We expect normal quarantine regulations to apply to such a learner.

Once the 48 hours has elapsed the school may distribute the papers to the learners and teaching staff if you so wish.

## Additional Items

### Timing and Attendance

The paper is a written examination lasting 1 hour and 30 minutes (90 minutes) in total. Reasonable Adjustment learners entitled to extra time may receive an extra 25 minutes.

- The start time for the examination is shown on the attendance register and may **NOT** be altered except with the consent of the *ifs*.
- Late learners can enter the examination room up to 45 minutes after the start of the examination and can be given the full time at the discretion of the Examination Officer in the event of extenuating circumstances. All incidents must be reported in full including the time allowed and circumstances. The learner should be warned that the awarding body has the right not to accept the script.
- **Unauthorised persons (including the tutor) should NOT enter the examination room during the examination. An unauthorised person is anyone other than the invigilators and learners or a member of *ifs* staff undertaking a random check of the conduct of the examination.**
- Learners **must** stay under supervision until one hour after the starting time of the examination.

## Using Calculators and Dictionaries

- Learners can **NOT** use programmable calculators.

You may like to ensure that you have spare calculators at the examination for those learners who may not have their own with them.

- Learners whose first language is not English may use their own foreign language/English translation dictionaries (**NOT** English language dictionaries) in the examinations. Only printed dictionaries are permitted and the dictionaries must not be marked or annotated in any way. Technical dictionaries or electronic dictionaries are **NOT** permitted. **The invigilator must check any dictionaries used.**

- Any papers found concealed in a dictionary or if the dictionary is found to have notes written inside, should be confiscated and returned to the **ifs** together with a note of the learners' membership number, name and subject title of the examination being attempted. You should allow the learner to continue with the examination, but should advise that this incident will be reported to the **ifs** and may result in his/her script being declared invalid.

## Instructions for PC Candidates

The PC should be located in a room under examination conditions and must be disconnected from the internet.

Learners should complete their answers in a Word document making sure that they clearly indicate their candidate number, page number, centre name and the question number on every page.

Once the examination is complete please password the learners answer document as follows:

**Microsoft 2003-07** - File > Save As > Tools (located in top right-hand corner of new window) > Security Options > type password into the box entitled 'Password to open' > OK > Save.

**Microsoft 2010** - File > Protect Document > Encrypt with Password > type password into the box > OK > Save.

Email the learner's answer directly to [fcexams@ifsllearning.ac.uk](mailto:fcexams@ifsllearning.ac.uk) and send the password for the document in a separate email.

If you were provided with a personalised pink answer booklet for the learner please destroy it as you are not required to return it if has not been used.

## Conduct of Examination form

To be completed to report any problems encountered during the examinations.

If any events occur during the examinations, which may affect the performance of the learners, e.g. noise disturbances, interruptions, malpractice, etc., you should immediately submit a report to the **ifs** for the attention of the FE Operations Support Team. If a Conduct of Examination form is used it is to be returned with the yellow attendance register to the **ifs** School of Finance.

## Examination Papers - Return Instructions

Items to be returned to the *ifs* in the prepaid A5 envelope provided:

**Yellow Attendance Register and Cover Sheet** showing the number of learners who sat and the number of papers returned in the courier bag.

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Conduct of examination form  
(only if required).

Items to be returned using the DHL Courier bag:

**ALL COMPLETED answer books** i.e. the answer books completed by the learners who sat the exam. Blank answer books should be destroyed.

Please **do NOT** return PC candidates work in the DHL bag but email to *ifs* as per instructions on page 4.

Please place these items in a padded envelope on completion of the exam and then place them into the courier bag immediately. **Do NOT seal** the DHL bag as you may be asked by DHL to leave it open until it is collected, for security purposes.

### How to use DHL to return your shipments:

The majority of the DHL paperwork has been completed on your behalf, you simply need to input the school name and address under section 2 and then contact DHL to arrange collection as follows:

#### Call DHL to arrange collection

**Tel: +44 (0) 844 248 0844**

Details that will be required:

- **DHL account number:** **130007733 UK**  
Account Holder – *ifs* School of Finance  
*ifs* phone number per DHL records - 01227 828609
- **Receivers details:** DRS Data Services Ltd  
IFS Exam Processing Team  
42-43 Potters Lane, Kiln Farm  
Milton Keynes, MK11 3HQ  
Telephone Number: 01908 666088
- **Details of your shipment:** **Time** shipment will be ready for collection.  
**Place** of collection.  
**Contents** of shipment. (**Say “DOCUMENTS”**)

DHL customer service agents will take your details and advise you when the courier will collect your shipment. The courier will check your shipment details upon collection.

If for any reason you are unable to have the exam paper ready for collection on the afternoon of the examination you **MUST** contact us at [fcexams@ifslearning.ac.uk](mailto:fcexams@ifslearning.ac.uk) and advise us of the situation.

# Examination Announcements

## CeFS and DipFS Unit 3

***To be read aloud to candidates at the start of the examination (and handed to candidates with hearing difficulties and to late arrivals)***

According to *ifs School of Finance* regulations, I am now required to read the following announcements to you. If you have any questions about the announcements, please raise your hand to attract my attention.

If there are no queries, I will officially start the examination after these announcements have been read.

1. Please check that you have the correct answer book; that the printed details shown are correct.
2. Please read the instructions on the front covers of the answer book, question paper and case study material.
3. Enter the candidate number from the printed details, your name, the centre name and the examination.
4. Sign your name in the signature box.
5. Indicate which qualification you are taking by putting a dash in the relevant box.
6. Only answer one question, do not complete the box in this respect until you have decided which question to answer.
7. The answer booklets should be completed carefully. Please ensure that you write the question numbers in the boxes provided in the left hand margin of the booklet at the start of each part of each question.
8. At the end of the examination you **must** indicate which of the 2 questions you have answered on the front cover in the relevant box.
9. Please check that you have the correct question paper and case summary (CeFS) or pre release (DipFS) material.
10. If anyone is seated at a desk where the details are not their own or the examination is not the one they are expecting to sit today, please raise your hand.
11. You are **not** permitted to bring any papers into the examination room. Rough work or notes should be done in the answer book or question paper.
12. For DipFS, an examination copy of the pre examination reading is provided. Please ensure that you **do not** have a previous copy of this material on your desk.
13. You will be told when to begin writing in your answer book and when to stop. I will warn you when 15 minutes of the examination remains and again when 5 minutes remain.
14. If during the examination you have any problems or wish to leave for any reason, please raise your hand to attract my attention. Do not call out.
15. The clock(s) in use for these examinations is/are situated...