

EXAMINATION BRIEFING

- Personal belongings such as Bags and coats are to be placed at the rear/front of the examination room, or in a separate area, if provided. Please remove all headwear and place them on the floor. Check that phones and watch alarms are switched off and that mobile phones are kept away from the access of the examinee (i.e. in personal bag, etc).
- Proof of identity with photograph must be placed on the desk and will be checked by the invigilator during every exam. The ID shall be to be a passport, a driving license or a UAE ID.
- Examinees may please note the location of fire exits in the examination room and the fire assembly area. In the event the fire alarm sounds, please leave all personal belongings and paperwork on the desk and leave the room quickly and proceed to the fire assembly area. Once the “all clear” signal/announcement has been given, the exam will be restarted.
- Candidates are not permitted to have any items on their desk other than those provided by the FujAA.
- Candidates are to use only black or blue ball pens for completing the answer sheet and essay papers. Gel/ink pens are not allowed for the examination.
- Calculators are not permitted in the exams unless required by the examination.
- Check the paperwork on your desk. Once you are satisfied that you have the correct modules or essay, sign and date each exam paper. Read the instructions on the top left-hand corner regarding how to fill out the answer sheet. Encode the exam and candidate's Roll Number and Question Paper Reference number on to the answer sheet provided.
- Rough works must be done on the rough paper provided. Do not write on any other paper except the answer sheet and rough work paper.
- Note the total time available to you to complete the examination by adding together the times of all your papers including an essay. It is responsibility of the examinee to allow enough time to finish each exam. At the end of the allotted time, an announcement will be made to conclude the exam.

- Start time of the examination will be displayed on the notice board and time of reference shall be the time as indicated on the clock in the examination room.
- No writing before the start of the exam shall be entertained, other than details requested to be furnished the examination answer sheet.
- Pens must be put down immediately when time of finish is called; failing to follow will terminate in disciplinary action.
- All answers must be transferred during the examination time and in no case extra time will be allowed after the conclusion of the examination to transfer the answers. No extra time will be given after the exam time has finished, for candidates to write comments or queries. This must be done during the exam.
- During the exam only general questions may be answered by the invigilator. You will not be given meanings or explanations of words used in the question papers.
- At the end of the exam please remain seated until all paperwork is collected by the invigilators.
- If the student finishes the examination early to the finish time, please raise your hand and remain silent. Please remain seated until the paperwork is collected and checked by the invigilator, and then the student may leave the exam room quietly. Due consideration shall be given so as not to disturb other students who are still writing the exam.
- Silence is to be observed in the examination room at all times. If a student wishes to speak to the invigilator, please remain seated and raise hand to draw the attention of the invigilator. No attempt stands up and walk to the invigilator is entertained

