



Independent Schools
Examinations Board

COMMON ENTRANCE EXAMINATION AT 13+ REGULATIONS

Arrangements should be made for papers to be written in conditions which are as quiet and as comfortable as the school can provide. Such conditions are essential if candidates are to produce their best standard.

Heads are responsible for the checking and safe-keeping of all packets of examination papers. **As soon as the packets are delivered, they should be opened and checked** to ensure that the correct number of sealed subject envelopes is enclosed. Any discrepancies should be reported to the General Secretary at once.

Before the examination, the Head should check that supplies of stationery are available and that all arrangements for the smooth administration of the examination have been completed. Candidates are to be seated at single desks, at least one metre apart, facing the invigilator's table. A seating plan should be drawn up, and a copy retained for future reference.

In mathematics, candidates will need a pen and pencil, a ruler graduated in centimetres and millimetres, a 60° set square, a protractor and a pair of compasses. Tracing, graph and squared paper should also be available. For the calculator papers, candidates will require an electronic calculator with at least the four functions and a square root key. A formula sheet is included with each of the Level 1 papers, for use by Level 1 candidates only.

In science, candidates will need a pen and pencil, a ruler graduated in centimetres and millimetres, and a protractor. Calculators may also be required.

It is important to check whether candidates have inadvertently brought any extraneous items into the examination room.

If a candidate has to withdraw from the examination room because of illness, the invigilator should collect the papers and write the time of withdrawal on the script.

The timing prescribed for each examination must be strictly observed. At the end of the examination, candidates should be reminded to make sure that answer pages are arranged in the correct order before being secured in the top left-hand corner. Candidates should remain seated until all scripts have been collected. Scripts are not to be folded.

At the end of each day of the examination the Head will ensure that all scripts are despatched to senior schools by **next-day delivery**. Where the school is outside the UK, scripts of candidates may be posted in a single packet on the last day of the examination and should be sent by the quickest and most reliable service. Please ensure that scripts for each subject are packed in separate envelopes.