

**GUIDE NOTES FOR CANDIDATES WHEN ANSWERING
MULTIPLE CHOICE QUESTION PAPER**

1. Your examination number is given on your examination admission documents and on the question booklet. Please indicate the number on the question book and answer script. Please check that they are all the same. **No other identification marks should be made on the answer scripts.**
2. Candidates who arrive more than 30 minutes after the commencement of the examination will not be admitted under any circumstances. No candidate shall be allowed to leave the Examination Hall during the first 30 minutes or during the last 15 minutes of the paper.
3. No calculators, books, notes, bags or papers or any Electronic Communication equipment, such as, Cellular Phones etc. are allowed at your desk. You should bring only your Signature Card and Identity Card/Passport. No other papers will be allowed to be taken into the Examination Hall.
4. You may use the pen to record your answers completely and boldly on the appropriate circle of the answer sheet. Using “Correction Fluid” (Tippex) is prohibited.
5. Do not make any marks on the Answer Script except in the space provided. Only one Answer Script is provided.
6. All questions (45, 60 or 90 as the case may be) should be attempted.
7. Time allowed will be stipulated in the question paper.
8. It is recommended that initially you indicate your answers against the questions in the question book. You should leave sufficient time (say 30 minutes) to transfer your answers to the answer script. No extra time to transfer the responses to the answer script will be allowed.
9. Every candidate shall enter his Index Number on the answer script. A candidate who inserts on his script an Index Number other than his own is liable to be considered as having attempted to cheat. A script that bears no Index Number or an Index Number which cannot be identified is liable to be rejected. No candidate shall write his name or any other identification mark on the answer script.
10. It is strictly forbidden for candidates to talk, or attempt to communicate in any other way with each other while the examination is in progress.
11. Questions should not be copied or the paper removed from the Examination Hall.
12. Candidates should remain seated until all question papers and answer sheets have been collected by the Invigilator/s.
13. Breach of these instructions or behavior in any other way, including continuing to write after the allotted time, may lead to suspension from the examination.