**Guide for sitting the exams**

**Before the exam:**

Applicants should prepare 1-2 weeks prior to the examination by:

* Studying any relevant standards or guidance material
* Familiarising yourself with types of questions that are likely to be in the exam (see sample questions and answers)
* Checking that you know the time and venue
* Checking and confirming your travel arrangements
* Preparing your materials for the exam: pens, pencil, eraser, calculator, ID (driver’s License
* Making sure you are well rested.

**During the exam:**

Applicants are advised that:

* No mobile phones allowed in the examination room;
* No talking or forms of communication with other candidates in the examination room;
* No use of any notes or material other than those authorised or supplied.; and
* No marking or writing on the exam paper in the reading time.

**AICIP reserve the right to remove any applicant who does not complying with the above conduct during the exams.**

Suggestions for examinations:

* Make sure you write your examination number at the top of each page. Do not write your name anywhere on the examination paper(s).
* Make sure you utilise the reading time.
	+ Read the instructions carefully.
	+ Take time to read the questions properly, identify how you are expected to answer the question E.g. list; identify; explain; report; assess; test; estimate; comment; criticise; calculate.
	+ Think about the amount of time you might spend on each section.
	+ Consider options for multiple choice questions (if applicable).
* Exam strategy
	+ Highlight key words.
	+ Complete the questions you know well first.
	+ Allocate time for questions based on the marks allocated.
	+ Attempt every question – there are no marks deducted for wrong answers.
	+ Save time - avoid repeating the question.
	+ Abbreviations such as PE= Pressure equipment are accepted.

In the final minutes:

* Check your answers.
* Make sure your writing and figures are legible.
* Check spelling and grammar.

**End of Examination:**

The invigilator will advise when the exam is finished and collect all exam papers and any examination material. At the completion of the exam paper you will be asked to complete a brief questionnaire about the examination.