

EXAM CENTRE RULES

1. Candidates are responsible for noting correctly the dates, location and times of the examinations.
2. Candidates must abide by the rules of the Exam centre as detailed in the BER Exam Information Sheet available in all Exam Centre and adhere to the authority of the Exam Centre Staff at all times.
3. Candidates should arrive 15 minutes prior to the start of the exam and candidates arriving late for their exam will not be eligible to sit the exam.
4. Candidates must produce valid photo ID (Driving License or Passport) at the Exam Centre; in the absence of valid ID; candidates will not be eligible to take the exam.
5. Candidates will be guided to the allocated testing workstation as determined by the assigned Exam Centre Administrator.
6. All personal belongings such as phones (must be switched off), bags, books, dictionaries, writing paper, notes, files, cameras, equipment etc., must be left in designated lockers in the exam centre.
7. Only items that are approved or provided by the Invigilator are allowed into the exam room and candidates cannot borrow any material from each other.
8. Candidates are permitted to use their own calculator once it is a silent, handheld, solar or battery-operated non-programmable calculator (without paper tape-printing capabilities of alphabetic keypads). Calculators will be available at the Exam centre if required by the candidate.
9. A candidate in the testing room who is found to have unauthorised materials in his/her possession, shall be deemed to be in breach of the examination rules and will forfeit their eligibility to complete the exam.
10. Any candidate who is deemed to have committed (or attempted to commit) any act whereby a person may obtain, for him/her or for another, an advantage which may or may not lead to a higher mark or grade will forfeit their eligibility to complete the exam.
11. Candidates are not allowed communicate with any other person other than the Exam Centre Administrator during the examination.
12. Please raise your hand and wait for the Exam Centre Administrator to speak with you, if you require assistance or experience issues during your exam.
13. There is no scheduled break during your exam. No extra time will be allowed if you need to leave the testing room. Candidates wishing to leave the testing room during their exam will need to adhere to the Exam Centre Administrator instructions..
14. Please be aware that the Exam room and the admissions area is monitored and recorded at all times.
15. In the event of an emergency evacuation; candidates must adhere to the instructions of the Exam Centre Manager. All candidates remain subject to the examination rules during this time until advised otherwise by the Exam Centre staff.
16. Candidates are not permitted to take any items (manuals or paper - used or unused) or other material from the testing room. This must be handed back to the Exam Centre Staff once you complete your Exam.
17. All candidates are to maintain confidentiality regarding all exam content and materials.

18. Any candidate who is deemed to be in breach of the exam rules will be subject to disciplinary procedures and may be barred from registration or de-registered (as applicable) with SEI.

19. SEI reserves the right to alter the rules governing the exam.

20. *Copyright © 2009 Sustainable Energy Ireland. All Rights Reserved.*

Unless otherwise stated, the copyright and any other rights in all examination material are owned by SUSTAINABLE ENERGY IRELAND. Any redistribution or reproduction of part or all of the examination material in any form is prohibited. You may not transmit the examination material or store it in any website or other form of electronic retrieval system.