

Candidate regulations for CIPS exams

Sitting in an exam centre

You should report to your exam centre at least 30 minutes before the exam is due to start. Late arrivals are admitted at the discretion of the invigilator, and it may not always be possible to give extra time. If you need directions, please ensure that you contact the exam centre beforehand.

If this is your first computer based exam you have registered for with CIPS, you will have received an email from TestReach confirming your booking and user ID (your email address that you have registered with CIPS). To ensure you always receive these emails, please ensure TestReach is added to your trusted contacts. You can use your user ID to login to TestReach before your exam to familiarise yourself with the system by taking the tutorial.

On the day of each exam, you must bring with you:

- ✓ One form of photographic identification (e.g. driving licence, passport, national identity card, work or college pass). For the British Council this identity document must contain a number, a signature, a date of birth and a photograph. These should be presented to the invigilator before taking your seat. If you are unsure about your documentation, you can contact your exam centre who will advise you which type of identity documents they accept.

PLEASE NOTE: Copies or photos of ID will not be accepted. It must be the original.

- ✓ Your login details for TestReach. This will be the email address you have registered with CIPS and there shouldn't be any need for a password.

Please note the following very carefully:

- Mobile telephones and other electronic devices (including smart watches) are not allowed in the exam room.
- Calculators are not permitted to be taken into the exam. The calculator functionality can be used within the TestReach system.
- Note paper and pen will be issued to you by the invigilator prior to the start of the exam. You must hand this back to the invigilator before you leave the exam room.
- Any reading material or pre-prepared notes must be left in a bag and placed at the front of the exam room.
- **You are not allowed to remove any exam material from the exam room. If you need to query a question with CIPS, we only require the question number in order to be able to identify it.**
- You may not use a dictionary during the exam, and you will not be penalised for poor spelling or grammar.
- All bags, coats and other items not specifically required or permitted during the exam must be placed at the front of the room/in a secure place designated by the exam centre.
- You are not permitted to eat or smoke during an exam, but you may be permitted to drink water or a soft drink which you must supply yourself. Alcohol is not permitted.
- You should not attempt to communicate in any way or collude with any other candidate during an exam.
- Unacceptable, rude or abusive behaviour towards exam centre staff, invigilators or other candidates will be reported to CIPS.

- Toilet breaks are allowed at the invigilator's discretion, but your exam will not be paused.
- No other applications should be accessed while in TestReach. This includes the use of Grammarly. This will be monitored by CIPS, and action taken should its use be identified.

Sitting via remote invigilation

Exam location

The exam must take place in isolation, with no interruptions and in a well-lit, quiet, private room. For example, an open plan office environment or open plan living room/studio are not appropriate.

Please note: Sitting in a non-private environment is at your own risk. If a fire alarm sounds your exam will need to be terminated.

On the day of each exam

You should set up your computer and mobile device at least 30 minutes before the exam is due to start, login, launch the exam and complete system and validation checks.

You should login to your exam session 30 minutes before the exam start time. If you do not login with enough time for the invigilator to complete all of the pre-exam checks before TestReach closes, you will potentially lose some of your allocated exam time. This is to ensure that at the start of your exam, the invigilator has time to complete the checks.

Before the exam starts – validation process

- Ensure your laptop is fully charged and you have access to your charger if required.
- Set your mobile phone to airplane/flight mode with the Wi-Fi activated and ensure you have a fully charged battery and access to a charger during the exam. Setting airplane/flight mode may disconnect your Wi-Fi so you must ensure you reconnect to your Wi-Fi network if this occurs. Ensure that silent mode is **NOT** activated on your mobile device. (For VICTVS exams only)
- Close down any messaging services. Eg Microsoft Teams.
- Uninstall any AI apps. Eg Grammarly.
- You **must** have your original photo ID (copies will not be accepted). You will be asked to show these documents to the invigilator. Suitable forms of ID are:
 - Driving licence
 - Passport
 - National ID card
 - Work ID
 - College ID
- You **must** also have your login details (user ID) and password for TestReach. This will be the email address you have registered with CIPS.

Exam conditions must be adhered to from the point that the below checks are started. This means the same regulations apply as during the exam and you must stay in view of the camera at all times. Any incidents of a

potential breach of regulation will be reported to CIPS.

- You will be required to show your working area to the invigilator. You should be prepared to show them around the room and under your desk to check the integrity of the exam location. Any security risks that could prevent you from taking the exam are including but not limited to:
 - Additional monitors or computers (these must be clearly unplugged and turned away)
 - Wall art / posters (the invigilator may ask to inspect these)
 - Other written materials in the room / whiteboards must be wiped clean
 - Computer area must be completely clear of all materials or additional equipment.
- You **must** remove any unauthorised items before the exam starts including any revision notes
- You **must** connect with your invigilator before your exam starts.
- You will be given a PIN (verbally) by the invigilator that you will need to enter into TestReach. This will allow you to access and start your exam

Please note the following very carefully:

You MUST NOT begin your exam until the invigilator has instructed you to do so. Starting your exam without the permission of your invigilator will invalidate the result.

Personal belongings - During the exam, you **must not** access the following types of personal items including but not limited to the following:

Mobile phones, pagers, watches or any form of electronic devices, headphones, wallets, purses, bags, coats, hats, books or notes. Ear plugs are also not allowed.

If you are late logging in to the exam session, you will be permitted to commence the exam up to 30 minutes after the scheduled start time. If you are not connected within 30 minutes, your session will time out and you will not be able to do the exam.

If you are not able to access your exam within the first 30 minutes and therefore not able to sit your exam, please contact CIPS with the details at remote.invigilation@cips.org

During the exam

If you have any technical issues with the TestReach application, **please contact TestReach on +44 (0)20 347 58685 or alternatively support@testreach.com**. Please note during exam weeks we advise you call TestReach rather than email.

The invigilator is unable to answer any questions or enter into any discussion regarding the content of the exam. If there is a concern regarding a question within the exam, you should answer it to the best of your ability and continue with the exam.

- You must stay connected to the invigilator via your mobile device and multi mode monitoring for the duration of your exam (VICTVS only)
- You are **not** allowed to move around the exam room i.e., no wandering around the room. You must remain in the camera viewing area at all times.

- You are **not** allowed to leave the exam room for any reason unless you have an authorised reasonable adjustment.
- You are **not** allowed to move to another exam location during the exam. Your exam **must** be completed in the same location as it started.
- Eating, smoking (including vaping) and chewing gum are **not** allowed during the exam. Soft drinks are allowed, but only from a clear container (glass or bottle with the label removed).
- Notepaper is **not** allowed during the exam for any reason. There is a notepad facility within the TestReach system that can be used if required.
- A calculator is **not** allowed during the exam for any reason. There is a calculator facility within the TestReach system that can be used if required.
- You are not allowed to wear headphones for any reason.
- Unacceptable, rude or abusive behaviour towards exam centre staff or invigilators will be reported to CIPS.

Breaks

- **OR exams** - Breaks (leaving the exam room) are **not** allowed during the exam unless you have an authorised reasonable adjustment. If you leave the room this will be reported to CIPS and your exam result may be invalidated.
- **CR exams** – **One 5-minute break will be allowed during these exams. Your exam time will continue to run whilst you take this break.** If you leave the room more than once or for longer than 5 minutes, it will be reported to CIPS and your exam result may be invalidated. Should you require more than one 5-minute break then this should be requested via the Reasonable Adjustment process.

Reasonable adjustments

The below only applies to reasonable adjustments that have been applied for and approved by CIPS prior to the exams taking place. It is not an exhaustive list of the adjustments that may have been approved.

- **Extra time** – this will automatically be added onto the exam time within TestReach.
- **Supervised rest breaks** – please inform the invigilator when you want to take your breaks.
- **Pen & paper** – this will be provided by the invigilator but please ask if it has not been given to you.

Monitoring

You will be recorded via the invigilation system for the duration of the exam. Once completed, CIPS will be provided with a report that will detail any infringements or breaches of exam regulations.

Issues could be such things as (but not limited to):

- A phone rings
- A person enters the room
- Suspicious behaviour (eye movement, head movement, hand movement, talking or mouthing or other indications of external communication)
- There is excessive noise outside the room
- Accessing any unauthorised material such as notes or course books
- Access of any unauthorised applications such as Grammarly
- Accessing any unauthorised items such as mobile phones, headphones, note paper or a calculator
- Unauthorised breaks

The type and severity of the issue will be considered by the invigilator in order that they can then report this to CIPS.

Special consideration

Despite all best efforts, occasionally incidents do take place which may have affected your performance, or you may have suffered something of a personal nature which may have affected you during the exam.

If you feel that such an incident has occurred, you should firstly refer to the CIPS Reasonable Adjustment and Special Consideration policy. This is available on the CIPS website <https://www.cips.org/students/exam-success/policies>

Requests for special consideration must be submitted to CIPS via MyCIPS (my requests and applications) within 2 days of the exam date and should provide details of the incident for consideration by the appropriate CIPS Board before the issue of exam results.

Please note: Your result may be delayed if special consideration is requested.

Inability to sit the exam

If illness prevents you from attending the exam, you may apply for an authorised cancellation providing medical evidence. You can apply via MyCIPS (my requests and applications) within 7 days of the exam date.

The exam fee will be refunded to your original payment method if authorised.

If you have any queries regarding your remote invigilation exam, please contact; remote.invigilation@cips.org

Breaches of regulations

Any breach of exam regulations will be taken extremely seriously and may result in disciplinary action. Candidates will not be awarded marks for any answers submitted and may face a ban on taking assessments for up to three years.

Disclosure of exam questions

Candidates are reminded that it is strictly against examination regulations to disclose any exam question unless it has been publicly released by CIPS. Any incidents of disclosure of the exam questions will be investigated and sanctions could be imposed. This includes the removal of any exam material from the exam room.

**CIPS Awarding Body
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