

# Gainesville High School Cambridge Program

## AICE Examination Rules and Procedures

### April/May/June 2022

1. You must arrive on time for all examinations and any required periods of supervision. There will be a \$100 charge for each examination paper missed per Gainesville High School policy, unless you provide a physician's note stating you were ill.

**2. You must not bring a cell phone or other electronic communication device into the examination room. Do not wear smart watches (such as Apple watches).**

3. You must provide your own pens (dark blue or black). You may place them in a clear plastic bag to bring to exams if you wish. Rulers, pencils, and other measuring tools will be provided when necessary. Please do not bring food or drinks into the examination rooms EXCEPT for water placed in a non-commercial bottle. Any other items (purses, study materials, bags) brought into the examination room must be left at the front with the invigilator. If you must bring a case for your eye glasses, please open it and leave it on the table next to you.

4. You may use a calculator unless you are told not to do so, but you MUST NOT use a graphical calculator or the calculator function of another device (such as a watch). You MUST NOT bring calculator cases or calculator instructions into the testing room. If you wish to use a scientific calculator please bring your own rather than count on borrowing one from the invigilator (though we may have some extras).

5. You must not become involved in any unfair or dishonest practice before, during, or after the examination.

6. You must not: a) Sit an examination in the name of another candidate. b) Have in your possession any unauthorized material, including electronic devices and mobile phones. DO NOT BRING YOUR CELL PHONE INTO THE TESTING OR SUPERVISION ROOMS; c) Have in your possession any unauthorized equipment which might give you an unfair advantage.

7. Possession of unauthorized material is breaking the rules, even if you do not decide to use them. If found in possession of unauthorized material you will be subject to penalty and possible disqualification.

8. You must not talk to, attempt to communicate with or disturb other candidates once your proctor has announced "You are now under Cambridge Rules and Regulations." At that point, communication may only be made with the main invigilator.

9. You must follow the instructions of the invigilator.

10. If you are in doubt, speak to the invigilator.

11. You must, when leaving the examination room, leave behind the question paper, your answer book or answer paper, rough work and any other (used or unused) materials.

12. During examinations, only one student at a time may leave the room to use the restroom, and they must be escorted by a proctor. Study Groups: Cambridge requires that students taking examinations in the morning must be under supervision by a certain time. The same is true for examinations in the afternoon. Students scheduled to take both examinations will report to the first examination room. Once these students have completed the first exam there will be a short break (within the room) before starting the second examination. This applies only to Biology and Chemistry students this year: Students who are not scheduled to take the first examination will report to the Secure Study Room where they will be supervised. Study group time may last for up to two hours, depending on the length of time for the first examination. Once the first examination has been completed, the Study Group will be escorted to the examination room to begin the second examination. Students must arrive at the Study Group room by 8:45 AM. Students who are late will be in violation of Cambridge International Rules. While waiting in the Study Group Room students may not have access to ANY electronic devices (other than scientific calculators). You may bring study materials to review and you may talk quietly.

Please check with your teacher first if you have any questions regarding an AICE Examination. You may contact Mrs. Butfiloski at: [butfiloskich@gm.sbac.edu](mailto:butfiloskich@gm.sbac.edu).

**IT IS CONSIDERED MALPRACTICE TO BREAK ANY OF THE RULES LISTED ABOVE. PROCTORS/INVIGILATORS ARE REQUIRED TO REPORT ALL VIOLATIONS TO CAMBRIDGE INTERNATIONAL. IF YOU BREAK THE RULES YOU WILL BE SUBJECT TO DISQUALIFICATION FOR ANY AND ALL 2021 AICE EXAMINATIONS.**

Please note, students attending AICE or AP examinations off campus are expected to dress appropriately. Students attending examinations on the Gainesville High School campus during school hours must follow the ACPS dress code.

