

English for Business Communications (8959)



FAQs for examination conduct

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What should candidates write their answers on?

Candidates can handwrite or word process their answers. Handwritten answers should be done on ruled A4 paper with a margin, provided by either the candidate or the centre.

Each task should also be written on a separate sheet of paper.

NB: At Level 1 for task 4 however, candidates need to write on the standard letter form template provided in the question paper. This is normally a perforated sheet towards the end of the question paper, that can be torn off and submitted with the rest of the answers written on the ruled paper.

What equipment do candidates need for during the exam?

- **A4 ruled paper** with a margin
- **Calendars** – provided by the centre, with the current year, showing January to December. The calendar can include previous and following years, though data from these will not be required.
- **Dictionaries** – UK English only. Candidates may bring their own or these can be provided by the centre.
- **Calculators** - may be needed for level 3 and candidates can bring their own or the centre may wish to provide them. Calculators are not required for level 1 and 2 exams.

Are candidates allowed to use correction fluid eg tippex?

Yes. Candidates may use correction fluid in the exam.

Are candidates allowed to bring any rough or scrap paper into the examination room?

No. However, candidates **can** use the paper that they use for their exam answers for any rough work provided they then cross out anything they do not want marked (ie rough work).

During reading time are candidates allowed to write notes or highlight text?

Candidates are **not** permitted to write any notes or highlight any text during the reading time.

At the end of the exam what should candidates write on their answer sheets?

At the end of the exam, candidates must write their full name **and** the task number: 1/2/3/4 **on each sheet of paper**. This can be done after the 'timed' exam – so will not take up any of their exam time.

How should the answer sheets be arranged before sending them to City & Guilds for marking?

The sheets must be arranged **in task order** and firmly stapled at the top left hand corner. The front sheet of the exam (the page with the candidate's name and the places for markers to put the marks) should also be attached.