

## **EXAMINEES' GUIDE FOR NATIONAL HEADQUARTERS** **APPLICANTS ONLY**

**Dear Examinee,**

The following rules and information should guide you in the conduct of the EnLEx on **12 May 2012** at the BJMP-National Headquarters:

- 1) The EnLEx is scheduled on **May 12, 2012**. First batch will be from **0700H to 0930H** and the second batch will be from **0930H to 1200H**. The EnLEx will last for one (1) hour and thirty (30) minutes only. (Refer to [www.bjmp.gov.ph](http://www.bjmp.gov.ph) for your schedule)
- 2) Preliminary activities (registration, seating arrangement, etc.) will start on or before 0700H for the first batch and 0930H for the second batch. It is to your advantage if you are able to accomplish the preliminary activities early. This makes you feel more confident in answering test questions.
- 3) Examination proper will start at 0800H to 0930H for the first batch and 1030H to 1200H for the second batch.
- 4) If you will be unable to register and be at the venue at 0730H(first batch) and 1000H(second batch), you will no longer be allowed to take the exam **regardless of any reason.**
- 5) On the examination day, you must bring **a valid identification card, a pen and a pencil.**
- 6) Casual attire is allowed on the examination day.
- 7) Immediately look for your respective room assignments. You are required to free yourself of any object other than pens and pencils to be used during the examination. Personal belongings shall be placed in front of the room or near the blackboard. You are not allowed to use calculators or other aids/instruments in answering the test questions. Put off your communication devices to avoid undue distraction.
- 8) Before the test proper, you shall accomplish the **Examinee Attendance Sheet .** You are not allowed to leave the room once the test proper has started except for compelling reasons. In such instance, you shall be accompanied by the Room Proctor.
- 9) You are required to remain on your seats even after you have finished the exam. Wait for the time to end for the simultaneous submission of questionnaires and answer sheets. **Failure to surrender the Questionnaire and Answer Sheets will result in the cancellation of your examination and disqualification of your application.**
- 10) **BE WARNED THAT ALL FORMS OF EXAMINATION IRREGULARITIES SUCH AS IMPERSONATION, USE OF "CODIGO", CHEATING AND COLLUSION ARE STRICTLY PROHIBITED. PERPETRATORS THEREOF SHALL BE AUTOMATICALLY DISQUALIFIED.**
- 11)The list of qualified examinees is posted near the gate and designated examination rooms. The examinees' guide is posted in the BJMP website which you may reproduce for easy reference.
- 12) Only those applicants included in the list are qualified to take the examination.
- 13)After the exam, you are not allowed to **LOITER** within the vicinity of the National Headquarters. Any person caught without any valid reason shall automatically be disqualified from the application process.

**FOR STRICT COMPLIANCE**

GOOD LUCK! GOOD LUCK! GOOD LUCK! GOOD LUCK! GOOD LUCK! GOOD LUCK!