

Directions to Candidates at Examinations

Time of Examination

The examinations will be held at times specified in the examination time-table.

Candidates should be in their seats punctually at the hours fixed for the commencement of the examination. No candidates will be allowed to enter the examination room more than half-an-hour after the time fixed, or to leave until forty-five minutes after the time fixed for the commencement of the examination in each subject. No candidate will be allowed to leave the examination room during the last fifteen minutes of an examination.

Seating Arrangements

Candidates shall in every examination occupy the seats assigned to them by the invigilator.

Examination Materials / Equipment

Candidates may take into the examination room only such books, mathematical or other tables, printed documents, manuscripts, notes, formulae, electronic equipment or other source of information or assistance as have been approved by the college and Examining Board. In some cases, where appropriate, candidates will be provided by the college with such material and / or equipment as the examiners consider necessary. Examining Boards shall prepare lists of material and / or equipment to be permitted in examination rooms and candidates shall be notified in advance of the contents of these lists and which, if any, of the permitted items will be provided by the college.

The material and / or equipment which candidates are permitted to bring into the examination room shall bear no marks or notes of any kind other than the name of the owner and anything which is regarded as normal in the nature or construction of the item in question.

Unfair Practice

It is an unfair practice to commit any act whereby a person may obtain for himself/herself or for another, an unpermitted advantage. This shall apply whether the candidate acts alone or in conjunction with another/others. Any action or actions shall be deemed to fall within this definition whether occurring during, or in relation to, a formal examination, a piece of coursework, or any form of assessment undertaken.

Without prejudice to the generality of the foregoing, examples of unfair practice are shown below. These examples are not exhaustive and other cases may fall within the general definition of unfair practice.

- Introduction into an examination room and/or associated facilities any unauthorised form of materials such as a book, manuscript, data or loose papers, information obtained via any electronic device, or any source of unauthorised information.
- Copying from or communication with any other person in the examination room and/or associated facilities except as authorised by an invigilator.
- Communication electronically with any other person, except as authorised by an invigilator.
- Impersonation of an examination candidate or allowing oneself to be impersonated.

- Presentation of an examination script as one's own work when the script includes material produced by unauthorised means.
- Presentation of evidence of special circumstances to Examining Boards, which evidence is false or falsified or which in any way misleads or could mislead Examining Boards

A candidate suspected of engaging in an unfair examination practice shall be informed by the invigilator that the circumstances will be reported. Such a candidate may continue with that and subsequent examinations without prejudice to any investigation and decision subsequently to be taken by the college and awarding body. Failure by an Invigilator to warn a candidate at the time of examination shall not prejudice subsequent investigation of any allegation made against a candidate. An Invigilator who considers, or suspects that a candidate is engaging in an unfair examination practice is authorised by the Examining Board to confiscate and retain evidence relating to the alleged unfair practice.

This Policy is subject to annual review

Last reviewed: June 2013

Next review: May 2014

	Signature	Position
Reviewer		
Content Checker		
Proof Reader		