

EXAMINATIONS

What are the rules for examinations?

Instructions for Students

1. Learners are responsible for noting carefully the date, time and location for each exam.
2. Learners are required to be in the examination centre **10 minutes** prior to the commencement of the examination.
3. Learners will not be admitted to the examination centre later than **30 minutes** after the commencement of the exam.
4. Learner will not be allowed to leave the examination centre until after **30 minutes** from the commencement of the exam.
5. Each learner **must** sign the Examination Attendance sign in sheet for each examination they attend.
6. Where the learners are not known to the supervisor, identification is required when signing, valid photo ID.
7. No books, notes, or written materials are allowed to be taken into the examination centre.
8. Coats and bags **must** be left in a designated area of the examination centre and all mobile phones and smartwatches should be **switched off**, not on silent.
9. Silence **must** be observed at all times and learners shall not communicate with or aid another learner.
10. Learners should raise their hand to attract the attention of the supervisor.
11. A learner will not be allowed leave and return to the examination centre unless there is a genuine need and they are supervised, e.g. toilet.
12. A learner **must** raise their hand when they want to leave the examination centre and their answer books must be collected at their desk, if applicable. If a learner leaves an examination early, the time is noted on the sign in sheet.
13. Learners **must** ensure that their name is on every piece of evidence handed up. For a **written** exam where more than one answer book is used the learner **must** indicate this on both books.

14. At the end of the examination learners **must** stop writing immediately.
15. Learners **cannot** remove examination papers or answer books from the Examination centre.
16. Learners **must** remain seated until all the examination papers have been collected.
17. Where there is a suspicion of **assessment malpractice** the supervisor will inform the learner that the incident will be reported and the learner will be allowed to continue with the examination.
18. All instances of suspected reported assessment malpractice will be investigated in accordance with QA 6.10 Assessment Malpractice.
19. **Assessment malpractice** e.g. Use of mobile phone, technology or other unauthorised materials during the assessment.