



## Instructions to Candidates on the Conduct of Written Examinations

1. Candidates are required to obey the instructions of the senior invigilator. It is the duty of the senior invigilator to prevent any behaviour likely to cause disturbance to other candidates. Both entry and exit to an Examination shall be at the absolute discretion of the senior invigilator.
2. Candidates who are late for an examination may be allowed entry to the examination at the discretion of the senior invigilator but will **not** be given extra time to compensate for their late arrival. Candidates who arrive late will not be allowed entry to an examination if candidates have already left the examination.
3. Candidates should assemble outside the examination hall at least 30 min before the start of the examination and should not enter until instructed to do so by the senior invigilator(s). Coats, bags or other items such as mobile phones, pagers and calculators or books brought into the Examination Hall should be deposited away from the candidate's desk as directed by the senior invigilator(s).

### **MOBILE PHONES MUST BE SWITCHED OFF.**

4. Each desk in the examination hall will be numbered and candidates must sit at the desk that corresponds to their examination/candidate number. On each desk in the exam hall there may be documents, such as registration form and answer sheets, which will be numbered. Please ensure that this number corresponds to the desk number and to your examination/candidate number.
5. Every candidate shall complete a registration form and display for the invigilator's inspection suitable identification (ID) that includes both a photograph and signature of the candidate concerned. Normally this would be a valid passport or photo driving licence or official hospital ID card. Candidates should complete the registration form and leave this together with their ID on the desk ready for inspection.
6. No paper or book shall be brought into the examination room by any candidate. Any rough work must be completed on the approved stationery and handed in with the completed papers. Candidates should write clearly their examination/candidate number on the answer book(s) provided. Answers should be written on the lined pages in the answer books.
7. Candidates shall not give or receive any assistance or communicate by any means with one another or any person, other than the invigilator(s), at any time during the examination period. Any candidate acting in breach of this Regulation or misbehaving in any other way that may disrupt the examination, may, at the discretion of the senior invigilator, be suspended from the examination.
8. No calculator or other hand-held electronic device may be used by a candidate in an examination except those specifically allowed for that particular examination and previously notified to them. Calculators or other hand-held electronic aids with a facility for either textual storage or display, or for graphical display, are excluded from use in examinations.



9. Candidates may not begin reading the paper or writing before the senior invigilator announces the start of the examination period and must cease writing when the senior invigilator announces the end of the examination period.

10. In examinations that involve Multiple Choice Questions and/or Extended Matching Questions ALL answers must be transferred to the answer sheet BEFORE the end of the examination. **No extra time will be allowed for the transfer of answers.**

11. No part of an answer-book shall be torn out or removed from the examination hall.

12. Any candidate who wishes to leave before the end of the examination must ask the permission of an invigilator. No candidate may leave the examination hall in the first 30 minutes or in the last 10 minutes of the examination.

13. At the end of the examination no candidate may leave until ALL the scripts have been collected.

These general arrangements shall apply to all examinations conducted by the College. Any special instructions relevant to a particular examination will be notified to the candidate either in writing before the examination or announced by the senior invigilator before the start of the examination.

Any candidate who contravenes any of these instructions will be liable to penalties that may include expulsion from the Examination and referral to the appropriate Registration body.

Candidates should note that the copyright on the content of the papers is held by the four Colleges and that unauthorised use of any of the questions is prohibited. In the event of contravention of this copyright, legal action may be taken. Any candidate found making notes on the content of questions will be disqualified.

Examinations Unit