

## **Conduct of Candidates During Examinations**

- It is the candidates' own responsibility to note carefully the days and hours, as fixed on the timetable, for the examinations in the subjects in which the candidate intends to present himself/herself.
- Candidates are requested to present themselves at the examination center 10 minutes before the examination commences to facilitate signing attendance sheets.
- No candidate will be admitted to the examination center after thirty minutes of the time for the commencement of that exam has elapsed. No additional time will be given to candidates who arrive late.
- Where a tape for audio examination is an integral part of the exam candidates will not be admitted to the exam once that tape has commenced.
- A candidate may not be permitted to leave the hall and return during the examination period unless the superintendent is satisfied that the candidate's need to leave the hall is genuine.
- A candidate must occupy during the examination the place assigned to him/her.
- A candidate must raise his/her hand if he/she wishes to attract the attention of the superintendent during the examination.
- A candidate shall not bring into the examination hall, or have in his/her possession or under his/her control or within his/her reach while he/she is in such room
  - any book or paper other than that supplied by the superintendent
  - any mobile phone, notes, data bank etc.
- Candidates will not have access to their computer files during the examination and should not access any files which are not part of the examination process.
- At the conclusion of the examination each candidate who has not already done so should immediately seal his/her answerbook and remain in their seat until the superintendent has collected the answerbooks.
- It is the responsibility of each candidate who requires any additional equipment (drawing board, T-square, set squares etc.) must bring them with them to the examination center.

**Marguerite Fahey**  
***Exam Secretary***