

STUDENT / REGISTRATION No. _____

Module # (Initial box for each Module exam written):

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	21	32	33	34	35	36	37	38	39
54	55											

ACADEMIC CODE OF CONDUCT

 I, _____ have read and understood the following:
 Name (please print)

You are expected to demonstrate qualities of integrity, honesty, civility and respect. These values are important to the learning environment and are expected to be exhibited in both the classroom and examination room settings.

Cheating means engaging, or attempting to engage, in a behaviour that is outside the standards or rules of the classroom and for examinations and includes, but is not limited to:

- obtaining or possessing information from another examination candidate or from an unauthorized source; facilitating academic dishonesty during an examination or course;
- violating any of the CWB Group examination rules;
- bringing into or using within a classroom or an examination room any unauthorized electronic devices, equipment, tools, printed materials or any other items not authorized for use by the CWB Group in the training course or examination;
- acquiring, possessing, sharing and distributing examination materials or information about an examination unless authorized by the CWB Group;
- representing oneself as another person or having oneself represented by another person in the taking of an examination;
- copying or recording examination questions by any means.

Facilitation of Academic Dishonesty means permitting or attempting to help another to violate the Academic Code of Conduct.

Cheating and disruptive behaviour in the classroom or during the exam is inappropriate and will not be tolerated. Immediate penalties imposed by the CWB Group for violations of the Academic Code of Conduct will be:

- removal from the classroom; and/or
- a failing grade on the examination being written; and
- a minimum of a ninety (90) day suspension from writing any CWB Group examinations.

Additional penalties that may be imposed by the CWB Group for cheating include one or more of the following:

- additional suspension time, up to a maximum of 5 years;
- forfeiture of any fees, including course registration or examination fees paid to the CWB Group;
- notification of the penalty imposed to the examination candidate's employer;
- withdrawal, suspension or cancellation of a qualification previously granted.

Damage, marking or misuse of CWB property will result in the above penalties and the cost of replacement of material and/or equipment.

The CWB Group will maintain records of all penalties imposed.

DATE	
	MM / DD / YYYY
DATE	
	MM / DD / YYYY

 SIGNATURE

 SIGNATURE (CWB REPRESENTATIVE)

CWB Use only:

 I have verified the photo identification of this candidate. _____
Invigilator Name
Signature
Date

EXAMINATION RULES FOR CANDIDATES

The following rules apply to all candidates who will be writing CWB Group examinations. Candidates are requested to read these rules prior to writing their examinations.

Candidates must sign for acceptance of the Academic Code of Conduct and provide photo identification for verification to the invigilator before writing the examination. Exams will not be marked without this document.

All examinations shall be invigilated by either CWB Group personnel or in certain cases by approved third party invigilators.

For online examinations, candidates and invigilators will receive prior to the examination date by email a unique user identification number and password. The candidate's user identification number and password will allow the candidate to log into the CWB Group's student examination portal. The invigilator's user identification number and password will allow the candidate access to the specific exam to be written and must be kept secure. It is the invigilator's responsibility to enter their user identification number and password.

For hard copy exams, the questions must be answered on the answer sheet provided and not on the question paper.

Candidates may not leave the examination room without handing in the examination paper or terminating an online examination. Once handed in, the examination paper shall not be returned. For online examinations, the examination shall be terminated by the invigilator. In such a case, the examination will be automatically marked and will be recorded as the candidate's mark.

The examination time limits are specified on the examination cover page and will be enforced. Online examinations end automatically after the allotted time limit has expired.

The examination cover page will specify if the examination is an open or closed book examination and the allowable reference materials that may be used. All examinations on codes and standards are open book exams. For these examinations only, candidates may use either a hard copy or electronic version of the applicable standard or code. Candidates using the electronic version may bring into the examination room the electronic device on which the standard or code is stored.

All other examinations are closed book examinations. Candidates are not allowed to use reference sources of any kind, except reference and calculation tables are required for Modules 30 and 31.

Calculators may be used by students on any exam. Candidates may bring a non-programmable calculator into the examination room. Calculators that are an application in cell phones or other electronic devices may not be used.

Except as specified above, candidates are not allowed to bring into the examination room any other electronic devices or other printed reference materials. Unauthorized electronic devices include laptop or tablet computers and any other electronic device capable of storing and retrieving text and graphical images, transmitting or receiving electronic signals, capturing images and recording audio and audio playback. Unauthorized printed materials include, but are not limited to, course materials, text books, notebooks, dictionaries, study guides and other written materials.

Purses, bags, backpacks, briefcases of any kind, scrap paper of any kind are not permitted in the examination room.

For online exams, loss of internet connectivity, technical difficulties or in the event the wrong exam is provided to the candidate, the incident must be reported immediately to the Invigilator.

Candidates are not permitted to receive any outside assistance from other persons or offer assistance to other candidates while taking the examination.

Copying or recording examination questions by any means is not permitted.