

Examination Rules for Invigilators – Hard Copy Examinations

The following examination rules apply to the invigilation of CWB Group hard copy examinations. Invigilators are requested to read these rules prior to invigilating a candidate's examination and to contact the CWB Group if they cannot comply with these rules.

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.

Invigilators must ensure that candidates fully complete the personal identification section on the answer sheet before starting the examination. For module examinations, invigilators must ensure that the candidate completes the code for their student number, module number and issue number on the examination answer sheet in pencil only. Pen cannot be scanned and will delay exam results.

Invigilators must remain in the presence of the candidates or be able to monitor the student on a continuous basis from the time the examination starts to the time they finish, or until the end of the maximum time allowed for the examination, whichever comes first.

Invigilators shall not be instructors/trainers of a course for which the material is similar to any of the exams which are presented to the candidate.

Candidates may not leave the examination room without handing in the examination paper. Once handed in, the examination paper shall not be returned.

The examination time limits are specified on the examination cover page and must be enforced.

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 open book 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.

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.

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

Examination candidates suspected of or found to be violating the examination rules shall have their examination terminated by the Invigilator. Invigilators must report the incident to the Registrar of the CWB Group. Further examination privileges for the candidate will be suspended pending a review by the CWB Group.

The invigilator is responsible for the security of examination papers. They must issue them to the student one at a time; order does not matter. Candidates may not see the examination papers either before or after writing the examination.

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

Candidates may reschedule an examination however the examination must take place within 10 business days after the originally requested write date. Invigilators are required to return all examination documents for written or unwritten exams within 10 business days after the requested or rescheduled write date. Candidates who wish to reschedule their exam write date more than 10 business days past the original write date must submit a new Examination Request Form and fee payment to the CWB Group.

Completed exam question and answer sheets must be returned promptly and preferably by **Courier or Express Post** to the CWB Group office nearest to you. In the event the exam question and answer sheets are returned by regular mail, it is not the responsibility of the CWB Group if the exam is not received at the CWB Group office and the exam will need to be rewritten at the exam candidate's expense. **PLEASE DO NOT FOLD OR STAPLE THE ANSWER SHEETS. Keep unused answer sheets for future exams.**

All invigilators must sign and return the Examination Affidavit on the reverse with all exam papers.

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Examination Affidavit

Any deviation from these examination rules by the invigilator will void all examinations and the invigilator will forfeit the right to invigilate CWB Group examinations.

Location of Examination: _____

Examination Date: _____

Please check one:

- Exam Results to School Exam Results to Candidate

Candidate’s Name	Booking ID or Student #	Examination Details (Name or Module & Issue No.)

I, _____ do hereby certify that the Examinations detailed above were according to the rules and conditions set forth by the CWB Group.

Signature

Date