

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.

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.

Candidates must provide photo identification to the invigilator before writing the examination.

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.

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.

Examination candidates suspected of or found to be violating the examination rules shall have their examination terminated by the invigilator and will be given a failing mark. Invigilators are required to report such incidents to the Registrar of the CWB Group. Further examination privileges for the candidate will be suspended pending a review by the CWB Group.