



## Examination Rules for Invigilators – Online Examinations

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

Prior to the examination date, candidates and invigilators will receive 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.

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.

If the candidate leaves the examination room prior to completion of the examination, the examination shall be terminated by the invigilator. In such a case, the examination will be automatically marked and will be recorded as the student's mark.

The examination time limits are specified on the examination cover page. 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 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.

Loss of internet connectivity, technical difficulties or in the event the wrong exam is provided to the candidate, the incident must be reported to the CWB Group in order to obtain approval for a second examination attempt.

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 their login user identification number and password. Invigilators are not permitted to give their user identification number and password to the candidate.

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

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.