

Examination Regulations

Conduct during examinations

Invigilators are present at all examinations. Students are required to comply with all instructions issued by an invigilator. Students will be admitted to the examination room by an invigilator shortly before an examination is due to start. Once admitted to the room examination conditions apply so no talking is permitted.

Students should only bring essential items to examinations as there is limited storage for personal items within examination rooms.

Students must bring their own pens, pencils, rulers and any other required equipment to each examination. These should be kept in a clear plastic pencil case. Cases and other containers are not permitted on examination desks. Students may use a calculator. Additional material may only be used if issued by an invigilator.

The use of mobile telephones or other electronic devices is not permitted. Students must ensure all electronic devices and mobile phones are switched off and stored in their bags. If a mobile telephone or other electronic device is found on a student during the course of an examination it will be regarded as a disciplinary offence.

Food and drink are not permitted in the examination room with the exception of water which, if required, should be in a clear plastic bottle with no label.

Students should enter their student number, not their name, on the examination booklet. Examinations will start and finish on the instruction of the invigilator. Students must not open examination papers or start writing until instructed to do so.

Students must write legibly.

Talking or communicating in any other way with other students in the examination room before, during or after an examination is forbidden. Failure to observe this requirement will be treated as a disciplinary offence. If a student wishes to speak to an invigilator s/he should raise a hand and stay seated.

The ACLT operates a zero tolerance policy in relation to cheating in examinations. Invigilators will announce at the beginning of each examination

that it is an offence for students to be in possession of any notes, documents or unauthorised material or to have any information written on their body or clothing. The invigilators will ask anyone with such material to raise their hand. The material will then be collected and the opportunity provided for information on the body or clothing to be removed. After this point, if any student is discovered with such material or with any information written on any part of their body or clothing in the examination room a complaint will be made to the Head of Operations in accordance with the ACLT Cheating and Plagiarism Policy.

Any student wishing to leave the examination room temporarily should raise their hand to request permission from an invigilator. Students permitted to leave the room will be escorted by an invigilator. Any student who leaves the room without an invigilator's permission will be deemed to have withdrawn from the examination and will not be allowed to return.

Any student who causes a disturbance in an examination room will be reprimanded by an invigilator. If the conduct persists the student may be required to withdraw from the examination room.

Students who arrive late may be admitted to an examination room during the first 30 minutes of an examination. No additional time will be given. Students are not permitted to leave an examination during the first 30 minutes or the last 20 minutes.

Students wishing to leave an examination early must inform the invigilator and must remain in their seat until their script has been collected. They must leave the examination room quietly with minimum disturbance both inside and immediately outside the examination room.

At the end of an examination the invigilator will instruct students to stop writing. Students should ensure exam paper answers are placed in the candidate envelope. Exam papers will be collected separately by the invigilator. Students must remain seated at their desks until all envelopes and papers have been collected by an invigilator and they are instructed that they may leave.

No answer book or part of an answer book, whether used or not, or an examination paper may be removed from the examination room.