

## ICTC EXAM CODE OF CONDUCT

It is important that the learners understand the importance of their behaviour during an examination. Breaking the Code of Conduct might lead the supervisor/invigilator to report an examination incident that in some cases could be considered as malpractice or maladministration and the learner might not be permitted to sit in the exam, removed from an exam or even suspended. The purpose of this Code of Conduct is to provide guidance to learners regarding what are allowed and what are prohibited practices, behaviour or items in the exam room, and acceptable and expected behaviour before, during and after an examination at IC Training Centre.

Supervisors/Invigilators are responsible that the Code of Conduct is being enforced and take overall responsibility for the conduct of the examination and the invigilation process. Supervisors/Invigilators also take responsibility to deal with those who breach Code of Conduct.

### GENERAL INFO

MUST's	MUSN'Ts
To bring valid photo ID	Bring any food (unless student has a specific medical condition)
Ensure student(s) have appropriate stationery for the exam in a transparent pencil case or bag	Talk during the exam
Switch off your mobile phones and any other electronic devices	Leave the exam room without permission
Leave their belongings in a specially designed area	Arrive late to the exam
A bottle of water without labels can be brought into the exam room	
Come 15 minutes before exam starts	

### REMEMBER

- Cheating in examinations will result in serious and immediate actions, including removal from the exam room, confiscation and voidance of paper, and suspension from the course.
- If you are suspected of cheating, you will be asked to hand in all of the assessment materials, and asked to leave the exam room immediately, and will be subject to an immediate investigation.
- It is considered as an examination offence to do the following:
  - a) bring into the examination room and to use or to attempt to use any unauthorised material;
  - b) to do anything prejudicial to the good conduct of the examination;
  - c) to impersonate another candidate or allow another candidate to impersonate him/her;
  - d) to plagiarise from materials or to copy somebody else's work; and
  - e) to talk to other candidates to gain information, or provide information.

<p><b>Before Examination</b></p>	<ul style="list-style-type: none"> <li>• Candidates are not allowed to enter examination room more than 10 minutes before the start of examination</li> <li>• All candidates should be silent from the time of entry to the examination room until the examination is concluded and they have left the room</li> <li>• All coats, bags and other belongings must be placed at the front or sides of the examination room, and not on or around the candidate's table and chair</li> <li>• All mobile phones and other electronic devices must be switched off</li> <li>• Candidates must sit in their designated seats and display their ID cards clearly</li> <li>• Where candidates are permitted to bring texts or calculators into the examination room for use at their desks, the Invigilators must check that these do not conceal materials which are not permitted.</li> <li>• Candidates may not leave the examination room, except in an emergency, within 30 minutes of the start, or less than 30 minutes before the end, of the examination.</li> <li>• Invigilators should note and announce the time of commencement and completion of the examination(s). Candidates may not write in their answer books during until given permission to begin the examination.</li> </ul>
<p><b>During examination</b></p>	<ul style="list-style-type: none"> <li>• Invigilators are expected to give their undivided attention to monitoring candidates during examinations and should patrol the examination room at intervals to minimise the risk of candidates cheating and to check that candidates are using only permitted materials.</li> <li>• Candidates should be silent and must not be permitted to communicate with each other. The Invigilators should ensure that candidates do not disturb each other. Candidate who is disturbing the others might be requested to leave the room.</li> <li>• Candidates may only leave the room with the permission of an Invigilator. Any candidate permitted to leave the room temporarily must be accompanied. If you wish to leave the examination before the specified finish time, you must raise your hand and wait until the Invigilator has collected your completed script. Not more than one candidate for the same examination should be permitted to leave the room at any one time.</li> <li>• Candidates should read all instructions at the start of the examination question paper thoroughly before commencing work.</li> <li>• Where reading time is allowed for an examination, the Invigilator will announce the commencement and completion of this period. Candidates are not allowed to write, highlight, underline or make notes during this period.</li> <li>• All rough work must be completed in the answer book and crossed out. Pages must not be torn from answer books to use for rough notes.</li> <li>• Candidates that have a question must attract the attention of the Invigilator by raising a hand.</li> </ul>
<p><b>After examination</b></p>	<ul style="list-style-type: none"> <li>• Candidates must remain seated and silent until all the assessment materials have been collected.</li> <li>• Silence must be maintained until all candidates have left the examination room.</li> <li>• In the event of any student complaint, the Senior Supervisor/Invigilator should note the details and send a report to the relevant awarding body.</li> <li>• The student should be advised to make such a complaint to the appropriate Departmental Examination and Assessment Officer.</li> </ul>

*G. J. W.*  
~~6/11/23~~