



**Cheshire College
South & West**

CCSW Academic Regulations – Part G

Examination Regulations

Examination Room Regulations for Candidates

- Candidates must note the following Examination Room regulations. All regulations apply on entry to the examination room. Failure to comply will be deemed to be in breach of examination regulations and will be subject to the outcomes of an academic offence as set out in Part J of the Academic Regulations.

Note that academic offences such as plagiarism and impersonation, as defined in Part J, apply in examinations.

- Strict silence must be observed at all times in the examination room. The examination is deemed to be in progress from the time the candidates enter the room until all the scripts have been collected.
- Candidates will only be admitted up to thirty minutes after the commencement of the examination. No extra time will be allowed. If any candidate arrives after thirty minutes has elapsed they will not be allowed to enter the examination.
- Candidates must provide evidence of their identity by prominently displaying their College (and /or partner HEI ID card) ID card on the desk. The College will conduct identity checks. Candidates may not be permitted to sit the examination if they do not have ID with them.
- All briefcases, bags, books, pencil cases etc. must be placed to one side of the examination room as instructed and not left beside the desks. All gangways should remain clear of obstruction. Candidates taking open book examinations may only use books, notes etc. specified by the examiner.
- Candidates must ensure there are no unauthorised materials on their desk or on their person. Dictionaries, books and notes are not permitted unless specified otherwise on the examination paper.
- No unauthorised electronic devices are permitted on a candidate's desk. All devices must be turned off and stored in bags or handed in as per the examiner's instructions at the side of the examination room. Candidates are responsible for any electronic device taken into the examination room. Retaining any unauthorised electronic device on the person will be deemed to be in breach of examination regulations. Candidates are permitted to use, non-programmable calculators as specified by the examiner. Candidates should ensure that such devices do not contain unauthorised material. If devices are found carrying such information the candidate will be deemed to be in breach of examination regulations.

- If students find themselves inadvertently in possession of unauthorised materials or devices they must immediately declare and surrender them to an invigilator before the examination starts.
- Candidates must not consult the question paper until instructed to do so.
- Candidates must read the “*Instructions to Candidates*” printed on the front sheet of the question paper and comply with them. No extra time is allowed for completing the entries required on the front cover of the answer book. When time is called at the conclusion of the examination all writing must cease immediately.
- Candidates must not speak to or otherwise communicate with any other candidate throughout the examination. Sharing materials during the examination is also not allowed.
- Candidates taking computer-based examinations must not attempt to access unauthorised resources, including web pages, instant messaging programmes, email and shared folders.
- Candidates may have bottled water which must have the label removed.
- Candidates wishing to use toilet facilities may do so, one at a time, in an emergency only. They will be accompanied at all times by an invigilator. Any candidate who leaves the examination room unaccompanied will not be allowed to re-enter.
- If the fire alarm sounds during the examination candidates must follow the instructions of the invigilator. Candidates must leave the room in silence and must not take any papers or material from the room. Candidates must not communicate with each other or in any way attempt to take an unfair advantage of the situation. Any candidate positively detected consulting a book, for example, will be deemed to be in breach of examination regulations. Candidates must not re-enter the examination room before the invigilator has returned. Any candidates who do so will not be permitted to continue the paper.
- All rough work must be done in the answer book provided. A line should be drawn through such rough work to indicate to the examiner that it is not part of the answer to be marked.
- Candidates must ensure that any additional sheets are securely tied inside the answer book with the tag provided and that their name or examination number is entered at the top of each sheet.
- Candidates must remain seated until all answer books have been collected and the invigilator gives the signal to leave the room. Any unused stationery should be left on the desk.
- Candidates are asked to observe requests for silence around the areas of the College where examinations are taking place.
- No candidate may leave during the first thirty minutes of the examination or during the last twenty minutes.
- Any candidate who finishes early must hand in their answer script before leaving their desk. They must leave the room quietly, in order not to disturb other candidates. Candidates will not be permitted to re-enter the room once their script has been collected.

- Candidates are reminded that where they are sitting an examination as part of the assessment methodology for their award in conjunction with a partner HEI, they are also subject to the examination regulations of the HEI. For all other programmes, JCQ regulations apply and these will be made available for viewing at the designated examination room before the examination commences.