

TRUST ACADEMY EXAMINATIONS CONDUCT

NOTICE TO CANDIDATES

- ✓ Candidates **MUST Read**, and will be **assumed** to have read, the following rules which apply to **TRUST ACADEMY examinations conduct**.
- ✓ Failure to comply with these Regulations will be deemed as **malpractice** and may result in **disqualification** from the examination in question, or all Trust Academy examinations for that examination series.

1.0 BEFORE THE EXAMINATION DAY

It is the candidate's **responsibility** to ensure they know the **CORRECT DATE, TIME AND LOCATION** of **ALL** their examinations.

1.1 ADMISSION TO TRUST ACADEMY EXAMINATIONS

- 1.1.1** For a Student to be admitted to all Trust Academy Examinations, he/she must be a **registered** student of the College.
- 1.1.2** The student **MUST** be in possession of a **valid Trust Academy student identity card** and **MUST** have paid the fees for the semester in **FULL**. Checking of College ID and fees will be done at entrance to the exam venue.
- 1.1.3** A candidate without the **valid College ID** and who has **not paid fees in full** will **NOT** be permitted into the examination room.
- 1.1.4** The student **MUST** have completed approved modules of study including **ALL continuous assessment requirements**.
- 1.1.5** Candidates are required to **turn out their pockets before** they enter the exam venue.

1.2 STUDENT CONDUCT DURING EXAMINATIONS

- 1.2.1** Candidates are advised to be at the **Exam Venue at least 30** minutes before the start of the examination.
- 1.2.2** Candidates **MUST PLACE** on the front of their desk their college student identity cards
- 1.2.3** **Examination conditions apply** as soon as candidates **enter the exam venue**. **Refusal to follow instructions from the invigilator** will be deemed as **malpractice** and may lead to **disqualification**.
- 1.2.4** Candidates are **NOT** allowed to leave the **Examination Venue** within the **first thirty (30) minutes** of starting the examination and in the **last thirty (30) minutes**.

- 1.2.5 Candidates are advised to be punctual for all examinations. A candidate who **arrives late** may only be admitted to the examination room at the discretion of the Chief Invigilator provided that the candidate arrives before the expiry of 30 minutes after the start of the examination and that:
- 1.2.6 **NO additional time** will be allowed for such a candidate. Normally a candidate who arrives **more than half an hour** after the start of the examination will **NOT** be admitted into the examination room.
- 1.2.7 **SITTING ARRANGEMENT:** Each candidate will sit according to the sitting numbers on the Exam Attendance Register and **each desk is Label with candidate REG Number & Full Name**. If in doubt the invigilator will assist.
- 1.2.8 Each candidate must bring his/her examination requirements i.e. Pen, ruler, calculators, rubber. The invigilators before the start of the examination must properly clear any electronic calculators brought into the examination room by any candidate for the examination.
- 1.2.9 Each candidate is required to **sign the examination register** during the course of the examination. **Failure to sign** the examination register will be deemed as being **ABSENT** from the examination and **results may not be issued**.
- 1.2.10 Each candidate is required to fill in his/**registration number (student registration number)** and other details as required on the answer book. Candidates should not write their names on the answer book.
- 1.2.11 Candidates are **NOT permitted talk or whisper** anything, or exchange anything with another candidate during the examination. If you are in any doubt speak to the **INVIGILATOR**.
- 1.2.12 An **examination** is said to be **IN PROGRESS** from the time candidates ENTER the examination venue UNTIL ALL the scripts have been collected.
- 1.2.13 **CELL PHONES ARE NOT ALLOWED IN THE EXAMINATION ROOM**. Under no circumstance is a candidate allowed to use a cell phone as a calculator during the examination.
- 1.2.14 **Bringing a cell phone and any other electronic devices in an examination room is a punishable offence**.
- 1.2.15 Candidates should turn over their question papers; **only after** they have been **instructed** to do so by the **invigilators**, and first ensure that they have the **CORRECT** paper, and secondly read through the paper that it has the correct number of printed pages.
- 1.2.16 Any candidate who wishes to leave the Examination room may do so **ONLY** with the permission of the invigilator and may be re-admitted to the examination room **ONLY** if the invigilator is **FULLY satisfied** that during this time the candidate did nothing which could be regarded as cheating.
- 1.2.17 Candidates may be permitted to go to **the toilet**, during the examination, but must be escorted by an invigilator or attendant. **No extra time** is allowed for toilet visits. Candidates are required to **turn out their pockets before** and **after** any toilet visit.
- 1.2.18 You **MUST**, when leaving the examination room, leave behind the answer book and your question paper.

1.3 CHEATING & UNAUTHORISED MATERIALS

- 1.3.1 Candidates are **WARNED** that **CHEATING** in an examination is A **SERIOUS ACT OF MISCONDUCT** and anyone who is caught cheating will **be DISQUALIFIED not ONLY** in the examination and module, but in the **WHOLE** examination session, and further disciplinary action may be taken by the College.
- 1.3.2 Having unauthorised material in the examination room is a serious breach of examination regulations and will result in **DISQUALIFICATION**.

1.4 UNAUTHORISED MATERIALS INCLUDE:

- Mobiles telephones/ Any **electronic gadget**
- Bags
- Hats
- **Any Reference material** whether or not relevant to the module being written
- Wrist watches
- Calculator cases
- Cameras
- Bluetooth headsets
- Non-transparent pencil cases
- Food/ Drink

This list does not include every possible item that would be considered 'unauthorised'