

# Examination Rules

## **Use of equipment material communication devices and documents**

Only equipment, documents and materials approved by an Examiner or Invigilator may be used during an Examination session (if in doubt, consult an Examiner or Invigilator as to the admissibility of materials before the examination).

Electronic translation dictionaries are not permitted. Book type translation dictionaries may be used by candidates whose first language is not English, providing that the Examiner or Invigilator ensures that the translation does not contain material which may be used to give the candidate an unfair advantage.

All communication devices and image/audio/video capturing devices (including mobile phones) **must be either switched off and placed with personal belongings away from the work area, or left with the Examiner or Invigilator** (e.g. in case the candidate needs to keep an active phone available for emergency purposes).

The use of programmable calculators and any other personal digital equipment with storage facilities is prohibited.

Use of specific equipment (e.g. digital inspection instruments) may be allowed if properly justified. In such case it should be inspected by Examiner / Invigilator before use (to ensure that the candidate is not gaining an unfair advantage), and after use (to ensure the continued security and confidentiality of examination materials).

## **Conduct of examination**

At the time of examination, the candidates shall have in their possession valid proof of identification and where applicable an official notification of the examination, which shall be shown to the Examiner or Invigilator upon request.

When signing the Examination Rules form (given at point of exam) the candidate is acknowledging that the examination conditions are to their satisfaction before the commencement of the examination. In the event that the examination conditions deteriorate to an unacceptable level during the examination, candidates must bring this fact to the attention of the invigilator who will take appropriate action.

Only blue or black ink is to be used when completing examination papers. Any corrections should be initialled by the candidate. No correction fluid to be used on any examination part.

During and upon completion of the examination no examination material is to be removed from the Test Centre or Examination Centre by any candidate. This includes rough notes, sketches etc. that the candidate may have made during the examination.

By signing these examination rules candidates are giving their consent to provide the CCTV records to the third party authority (where the investigation of breach of rules by any of candidates recorded should be carried out).

## **Consequence of cheating and/or fraudulent behaviour**

Candidates who do not abide by the examination rules, candidates found in possession of inadmissible materials or devices (whether it is being used or not), suspected of cheating or

colluding with other candidates or found to have attempted to remove or found to have removed examination material will be asked to leave the examination immediately (their examination will be terminated and invalidated) and will not be accepted as a candidate for any examination at TWI examination centres for period of five (5) years from the date of the examination concerned.

- No examination results will be issued for those examination parts already completed.
- No examination fees for those examination parts attempted will be refunded.
- A letter will be sent to the candidates concerned and to their employer or sponsor explaining why the examination was terminated.
- The Certification authority will be informed and will decide whether any further action is to be taken (e.g. possible loss of all certifications already held by candidate; banning candidate from any examination at CSWIP centres for a time period of at least 5 years).

For all examinations the candidate has the right to appeal in writing to the relevant Stakeholder Management Committee, against a decision to terminate an examination. Up to date contact details will be provided by the TWI Chief Examiner upon request.