**Candidate Conduct of Supervised Examinations**

**Purpose:**

To provide candidate instructions that ensure successful competent and equitable examinations and promote integrity, consistency and fairness in examination conduct.

1. **Timing of the examinations**
   1. The official examination dates is published annually on the AICIP website. The timing of the examinations is determined by AICIP.
   2. AICIP Examinations are scheduled into sessions normally commencing at the following times and candidates are responsible for checking the commencement time of their examinations on their confirmation email/letter.

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| Morning Session | 9.00am – 12.10pm |
| Afternoon Session | 1.00 pm – 16.10pm |

* 1. Senior In-Service examinations are scheduled into the morning session.

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| Morning Session | 9.00am – 10.35am  10.50am – 12.55pm |

* 1. Examinations will be scheduled to allow, wherever possible a short break between sessions.
  2. Arrangements may be made for examinations sat outside the official examination period.

1. **Reading time**
   1. Where reading time applies, candidates will be given 5 or 10 minutes at the start of the examination session.
   2. Candidates are not permitted to write in the examination script books, mark in any way any of the examination materials, read any other text other than the examination paper or do any calculations during reading time.
2. **Responsibilities of candidates** 
   1. Examination timetables:
      1. It is the responsibility of the candidates to be available to attend the scheduled examinations and it is recommended students arrive 20 minutes before the examination commences.
      2. Candidates that have not submitted an approved application form and documentation are not entitled to sit an examination.
      3. Candidates are responsible for knowing their examination times and locations and for arranging their own transport to the venue. Examination times and locations are published on the AICIP website
   2. Conditions of entry into examination venue:
      1. All candidates entering an examination venue become subject to the authority of the AICIP invigilator.
      2. Candidates must comply with all direction given by the invigilators and those set out on the examination papers.
   3. Examination venue entry and departures:
      1. Candidates should arrive at the examination venue no less than 20 minutes before the examination commencement time.
      2. Students are not permitted to enter the examination room after 30 minutes from the examination commencement time.
      3. Candidates will not be permitted to re-enter the examination room after leaving unless approved by the invigilator.
      4. Where a candidate needs to leave the examination room in the last 30 minutes of the examination finishing they must remain seated and silent and raise their hand to gain the attention of the invigilator.
   4. Candidate identification:
      1. Candidates must bring along their driver’s license (or another valid form of identification) to the examination venue and clearly display it on their desk.
      2. Candidates with no evidence of identity acceptable to the invigilation will be unable to sit the examination.
   5. Candidate conduct:
      1. Candidates must comply with all instructions of the invigilator;
      2. Remain seated at the conclusion of the exam until all papers have been collected and permission to leave has been given by the invigilator;
      3. Hand in all examination material with their examination number on all pages/books. No parts of the examination paper is to be removed or destroyed.
      4. Candidates are not permitted to:
3. communicate with any other candidate, either verbally, in writing or electronically;
4. Enter the examination room later than 30 minutes after examination commencement time.
5. Leave the examination room temporarily and then re-enter
6. Remove any examination material from the room, unless stated otherwise;
7. Cheat, attempt to cheat, or knowingly assist another candidate to cheat.
   1. Taking items into the examination room:
      1. No unauthorised materials will be permitted in the examination room.
      2. Candidates are permitted to bring personal items and study material into the venue however, are to be placed in a secure bag underneath the desk. If a candidate does not have a sealed bag to put the belongings in the invigilator will hold it until the candidate has finished the examination.
      3. All electronic devices must be switched off and concealed in a closed bag underneath the desk.
      4. Candidates must bring their own calculators, pens, pencils, rulers, easers with them into their examination.
      5. Candidates are to use blue and/or black pen when writing.
      6. Any items specified being allowed into the examination as prescribed on the front of the examination sheet must not be tampered with in any way that provides an advantage to the candidate.
      7. AICIP are no liable for any loss or damage to a candidates personal item/s during the course of the examination.
      8. Students are permitted to bring a water bottle into the examination provided it is a clear bottle with labels removed. The bottle is to be placed next to their chair.
   2. Contingencies/Emergencies:

Candidates must comply with the instructions of the invigilator or safety

warden.

1. **Misconduct during an examination** 
   1. Any misconduct during an examination will be managed in accordance with AICIP Doc011rev8 – Invigilators and Invigilation of examinations.
   2. misconduct of candidates includes but is not limited to:

* having unauthorised material / items in the examination room;
* using or attempting to use unauthorised material;
* copying another candidates work during the examination;
* receiving help from another candidate in the examination;
* giving help to another person during the examination;
* allowing themselves to be represented by another person in an examination.