Conduct in Invigilated Exams

Please Read

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1. You will only be admitted to the examination on production of your **CTSI examination confirmation letter and photo ID** for the subjects/exams listed on this card.
2. You will be admitted to an examination room no earlier than 15 minutes before the start of the examination.
3. **Mobile phones may not be taken into any exam room and must be switched off and left in your bag. If a phone is found on your person the invigilator/ Exam Staff reserve the right to remove it until the end of the exam.**
4. You may take to the examination desk only the writing implements and other approved instruments.
5. You may not have any materials relevant to the examination about your person.
6. You may use self-contained electronic calculators if stated in the permitted materials list. (Weights and Measures Practical only.)
7. **Written exams:** If you answer any question in accordance to Scottish or Welsh Law and Practice, you must write on the front cover of your answer book “Scottish” or "Welsh"**.**
8. Written examinations are given 10 minutes reading time, during which you can make notes on the examination paper only. **Practical and oral exams are not given 10 minutes reading times.**
9. If you arrive late you must report to the invigilator, ensuring you do not disturb the other candidates.
10. If you arrive for the examination after the first 30 minutes has elapsed, the awarding body has agreed that entry into the examination is at the invigilator’s discretion.
11. You are responsible for checking that you have been issued with the correct examination paper.
12. If you wish to attract the attention of the invigilator during the exam, raise your hand.
13. If you wish to leave the examination room temporarily, for example to go to the toilet, you will be accompanied by an invigilator.
14. You may not leave the examination permanently during the first half hour.
15. Where a candidate is believed to be using dishonest means, he or she will be informed by the invigilator in charge. The invigilator/exam staff shall endorse the candidate's answer book appropriately including reference to the time of the incident. The endorsed answer book will be withdrawn and a new book will be issued before the candidate is allowed to continue the examination. The Invigilator in charge will submit a written report to the awarding body c/o the Institute, without delay.
16. If you wish to leave the examination room, you will need to get the invigilators permission. You may not leave the examination room in the last 15 minutes of the examination.
17. You must ensure that the front cover of your answer book is properly completed before leaving the examination room.
18. Any candidate failing to comply with these instructions or with any directions given by the invigilator will be liable to disqualification.