

Collinstown Park Community College Examination Regulations

- It is the candidate's own responsibility to note carefully the days, hours and locations of examinations.
- Candidates are required to be in attendance at the examination centre prior to the commencement of the examination.
- Candidates will not be admitted to the examination centre after thirty minutes from the time at which the examination began.
- Candidates will not be allowed to leave the examination centre until thirty minutes have expired from the time at which the examination began.
- Candidates may not be allowed to leave the examination centre and return during the examination period unless the supervising tutor is satisfied that the candidate's need to leave is genuine. A candidate who leaves the examination centre shall not be re-admitted during that period unless the candidate has been in the care of a representative of the centre authority, or, failing that, in the care of the attendant during the entire period of the absence. The candidate must hand the answer book/examination script /assessment item and question paper to the supervising tutor on leaving the examination centre; the supervising tutor will record the time(s) of absence and the reason for absence. The time lost by the candidate will not be compensated for at the close of the examination.
- Candidates who leave the examination centre must surrender the examination paper/assessment item/examination script to the supervising tutor.
- Candidates must occupy the place first assigned by the supervising tutor during the entire examination
- A candidate should raise a hand to attract the attention of the supervisor during the examination.
- A candidate must enter their name on the examination script/paperwork accompanying a test item. The candidate's name should be entered on every piece of stationery used.

A candidate

- shall not write on the examination paper (except where answers are to be written on part of the examination paper itself) or Mathematical Tables or any of the mathematical instruments allowed to be brought in
- shall not write in the answer book anything that is not directly connected with the subject matter of the questions to be answered.
- shall not remove from the answer books any leaf or part of a leaf
- shall not take out or attempt to take out of the examination centre any answer books, whether used or unused.
- Candidates shall not bring into the examination centre or have in their possession or under their control, or within reach within the examination centre
 - any book or paper (except those supplied by the supervising tutor)
 - any memorandum or notes

A candidate shall not, while in the examination centre

- use or attempt to use, any book, memorandum, notes or paper (except the examination paper and such answer books, etc., as shall have been supplied by the superintendent)
- aid, or attempt to obtain aid from, another candidate communicate, or attempt to communicate in any way with another candidate

A candidate shall not damage the examination centre or its furniture, documentation, instruments or equipment where these are provided.

- The use of non-programmable electronic calculators is allowed.
- Candidates who have finished their work during the last ten minutes before the time appointed for the conclusion of the examination should remain in their seats until the superintendent has collected the answer books/test items and they should not then leave the examination centre until the time appointed for the conclusion of the examination, unless permitted to do so by the superintendent.
- At the conclusion of the examination, candidates should immediately stop writing and remain in their seats until the superintendent has collected the scripts.
- Candidates shall not access files on a computer or computer network which are not part of the examination, nor shall they access any other candidate's files.
- Candidates shall, in all matters relating to the examination, submit to and obey the direction of the superintendent.
- Candidates may be expelled from the examination centre if their behaviour, in the opinion of the supervising tutor, is such as to jeopardise the successful conduct of the examination. Candidates should note that the centre will keep on file records of any disturbances.