

# **General Examination Room Regulations**

**For all examinations conducted at ZCAS, candidates must note and follow the following examination regulations. These shall apply to all examinations conducted at ZCAS, irrespective of the examining body.**

1. Candidates will only be admitted up to thirty minutes after the commencement of the examination. No additional time will be given. No candidate will be allowed to enter the examination room after thirty minutes has elapsed.
2. All briefcases, bags, books, pencil cases etc. must be placed to one side of the examination room as instructed and not left beside the desks. Do not bring ANY valuables to examination rooms as they may not be secure. ZCAS is not responsible for lost or stolen items.
3. Other than that provided, all note paper, books or other materials must be removed from the desk before the commencement of the examination. Dictionaries are not permitted unless specified otherwise on the examination paper. Candidates taking open book examinations may only use books, notes, etc. specified by the examiner.
4. Food and drink are not permitted in the examination room with the exception of water which, if required, should be in a clear plastic bottle.
5. Unless otherwise specified, no electronic devices shall be allowed in the examination room. Specifically:
  - a. No mobile phones
  - b. No MP3 players
  - c. No other electronic devices

Retaining any unauthorised electronic device on the person will be deemed to be in breach of examination regulations.

6. Candidates must prominently display their institutional ID card or National Registration Card on the desk. Identity checks will be conducted. Candidates may not be permitted to sit the examination or may be evicted from the examination room if they do not have an ID with them.
7. Candidates are permitted to use silent, self-powered, non-programmable calculators. Candidates should ensure that such devices do not contain unauthorised material. If devices are found carrying such information the candidate will be deemed to be in breach of examination regulations.

8. **Any candidate found using any electronic gadget not permitted for the examination will be evicted from the examination room and action shall be taken in accordance with stipulated guidelines by the examining body.**
9. Strict silence must be observed at all times in the examination room. The examination is deemed to be in progress from the time candidates enter the room until all the scripts have been collected.
10. Examinations will start and finish on the instruction of the invigilator. Students must not open examination papers or start writing until instructed to do so.
11. Candidates are forbidden to speak or otherwise communicate with, seek guidance from or give assistance to another candidate in any way whilst in the examination room. Sharing materials during the examination is also not permitted.
12. Candidates taking computer-based examinations must not attempt to access unauthorised resources, including web pages, instant messaging programmes, email and shared folders.
13. Candidates wishing to attract the attention of an invigilator should raise a hand and remain seated.
14. Candidates wishing to use toilet facilities may do so, one at a time, in an emergency only. They will be accompanied at all times by an invigilator. Any candidate who leaves the examination room unaccompanied will not be allowed to re-enter.
15. If the fire alarm sounds during the examination, candidates must follow the instructions of the invigilator. Candidates must leave the room in silence and must not take any papers or material from the room. Candidates must not communicate with each other and examination conditions will be maintained. Candidates must not re-enter the examination room before the invigilator has returned. Any candidates who do so will not be permitted to continue the examination.
16. No candidate shall be allowed to leave during the first sixty (60) minutes of the examination or during the last twenty minutes. However, in examination rooms where papers of mixed duration are being taken, candidates are only permitted to leave at the invigilator's discretion.
17. Any candidate who wishes to leave the examination room early must hand in their answer script before leaving their desk. They must leave the room quietly, in order not to disturb other candidates. Candidates will not be permitted to re-enter the room once their script has been collected.
18. Candidates must remain seated until all answer books have been collected and the invigilator gives the signal to leave the room. Any unused stationery should be left on the desk.

- 19. Any candidate found cheating or who is suspected of cheating or attempting to gain an unfair advantage will be disqualified from the examination.  
A decision by ZCAS to disqualify a student shall be final.**
  
  - 20. Any breach of the examination room regulations will lead to an eviction from the examination room with an appropriate report to the examining body for possible further action.**
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