

SAIPL Examination Conduct Rules

Candidates are reminded of the following rules governing the conduct of examinations:

1. Answers to questions must be written clearly and legibly in ink. In the event that the Examiner is unable to read or decipher your handwriting, then the Examiner will allocate marks according to the parts that he or she and the Moderator are reasonably able to decipher. Marks may well therefore be forfeited and it is possible that you will fail.
2. The examination script will be marked by the Examiner, and all examination scripts and marks will then be reviewed by a Moderator. Examination scripts will not be returned to students. It is not possible to request a re-mark and reasons for the allocated mark will not be provided.
3. The decision of, and mark allocated by, the Examiner and Moderator, as approved by the Education Committee and Council of SAIPL, is final and no correspondence will be entered into.
4. In the event of a legitimate illness on the day of the examination, and to the extent that the illness prevents the student from being able to sit the examination, then a sick note from a General Practitioner or other medical doctor must be provided, together with a letter from the student's employer (where applicable), providing a proper description of the illness ("sick" or "illness" will not be considered sufficient). Please note that the doctor's certificate and employer's letter will be reviewed and considered by the SAIPL Council and/or the Education Committee, in exercising its discretion as to whether the student should be awarded an aegrotat exam within the same year. If necessary, the SAIPL Council and/or the Education Committee may also request further information or supporting documents from the student for consideration.
5. The Co-ordinator/ Invigilator will keep an attendance register and roll call of students present at the start of each examination.
6. Candidates are responsible for noting their examination numbers (no names) time and place of their examinations on the exam script correctly.
7. Candidates are responsible for bringing their ID document to each examination.
8. Without the special permission of the Invigilators no candidate may enter the examination room more than half-an-hour after the examination has begun, or leave it until half-an-hour of the examination period has elapsed.
9. No candidate may leave their desk during the last fifteen minutes of any examination period without the special permission of the Invigilators. At the end of the examination, candidates should remain seated at their desks until the Invigilators have collected all the answer books.
10. All personal effects such as, bags, files etc., which are brought into the examination room, must be left with the Invigilators who will return them at the end of the examination.
11. No book or writing paper may be taken into the examination room, except where prescribed within specific examination arrangements as previously notified.

12. Candidates may not pass off the work of another as their own or quote the work of others without acknowledgement. Such action will be liable to academic penalty and may also be liable to severe disciplinary action.
13. Candidates are forbidden to communicate with anyone except the Invigilator during the examination.
14. No calculator, mobile telephone or any other communication or other electronic device may be used in an examination. All mobile telephones and other electronic communication devices must be switched off during the examination. The Co-Ordinator / Invigilator reserves the right to inspect any Candidate's mobile telephone or other electronic communication device to ensure that it switched off.
15. Smoking & eating are prohibited. Candidates may take a drink and a small packet of sweets into the exam room.
16. Kindly write on one side of the paper provided only.

Debbie Marriott

14 February 2018