Written Examinations: Rules for Candidates

The following procedures were developed by the Ara Academic Committee and pertain to all written examinations conducted by Ara Institute of Canterbury Ltd[1]. Candidates must follow the procedures, as well as any particular requirements of the Department conducting the examination. Any infringement of the rules by a candidate may result in the cancellation of his/her examination and possible further action.

Rules 2-5 apply to examinations of at least 2 hours' duration. Learners will need to be advised of any modifications for shorter examinations.

1   All candidates must be able to provide a photo ID, preferably the Ara ID ('Polycard'). In cases where a learner who is not enrolled at Ara is sitting an examination for another institution, the Records Administrator will advise on appropriate identification measures.

2   No candidate is allowed to enter the room later than 25 minutes after the beginning of the examination. Candidates who arrive late, but within the first 25 minutes, will be permitted to sit the examination, but no additional time will be allowed for time lost.

3   No candidate is allowed to leave the room within the first 30 minutes of the examination. After that period, if a candidate wishes to leave and be readmitted, he/she must leave the examination paper and script in the examination room, and the candidate must be under approved supervision during the full period of the absence. Additional time will not be allowed for time lost.

4   The examination supervisor may advise candidates that they are not allowed to leave the room during the last 15 minutes of the examination.

5   Unless otherwise stated, candidates will **not** be given any extra time at the beginning of the examination for reading the paper. There will be a short administration time to receive instructions from the room supervisor.

6   Examination responses must be written in the language of instruction or as specified for particular examinations or questions within an examination. Any special arrangement (e.g. assessment in Te Reo Māori) must be made prior to the examination date.

7   The following rules apply to materials and equipment:

   a   Candidates must bring into the examination room their own writing implements and drawing equipment as needed.

   b   Unless the examination paper states clearly that calculators are not to be used, candidates may bring an electronic calculator into the examination room. The calculator must be silent, of a hand-held type and containing its own power source. In general, programmable calculators will be allowed, provided their memories are cleared before the examination begins. Calculators capable of transmitting data over a distance greater than 0.5 m without cable may not be brought into the examination room without prior approval in writing from the Head of Department or Records Administrator. Examination supervisors are authorised to confiscate for the period of the examination any calculator not complying with these regulations.

   c   Candidates may bring into the examination room any book, e.g. Industrial Standards, or other written material previously specified by the class tutor and made known to the supervisor.

   d   Learners are not allowed to use translation dictionaries (electronic or hard copy) in examinations and these may not be taken into the examination room.

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[1] From herein referred to as Ara

e Candidates must not bring into the examination room any other book, electronic device, written or printed matter or blank paper, except under special circumstances as arranged with Learning Services (refer section 3.19 of *APP505 Assessment*). Rough working should be done in the answer book provided and clearly crossed out.

f Candidates must not bring into the examination room a cellular phone or pager unless special arrangements have been made with the room supervisor.

g Candidates must use a blue or black ballpoint or pen and write legibly.

h Ara cannot be held responsible for the security of any items which are taken into an examination room.

8 Candidates shall not continue writing an answer, or add anything to their answers, after the supervisor has announced the end of the examination time.

9 Candidates shall not copy another candidate's answers or communicate with or transmit data by any means to anyone other than the supervisor or approved reader/writer.

10 Candidates must obey the instructions of the supervisor, and must not talk, make undue noise, or cause any disturbance in the examination room.

11 Each candidate must write his/her name or code number on the top of every page of the examination script, and must complete the front page of the answer book as instructed.

12 The supervisor will advise candidates to start the answer to each question, but not parts of a question, on a fresh page. When the answer book is full, a candidate may request supplementary sheets that will be provided by the supervisor. At the end of the examination all supplementary sheets should be securely attached to the answer book.

13 Any candidate who for medical or other proven valid reason requires special arrangements for examinations must notify his/her class tutor and/or Learning Services well in advance of the examination day. A learner who may require the services of a reader/writer should apply for this through Learning Services as soon as possible after the beginning of the course, as ideally such assistance should be used for all assessments during the course (refer section 3.19 of *APP505 Assessment*).

14 Any candidate who through illness or personal distress is prevented from sitting an examination, or is obliged to leave the examination room early, or considers his/her performance in the examination to be seriously impaired, may apply for an aegrotat pass according to the policy (refer *APP510 Aegrotat Pass Regulations*).

15 Any candidate who wishes to apply for a reconsideration of the grade given, must do so within five working days after the publication of examination results, according to the procedure set out in the policy *APP505 Assessment*. Each Department will publicise the length of time scripts will be kept after the date of the examination or the scripts will be returned to candidates by special arrangement.

Queries regarding these rules should be directed to the Head of Department.

Related documentation:
- APP505 Assessment Policy
- APP505g Written Examinations: Instructions for Supervisors
- APP510 Aegrotat Pass Regulations