

INSTRUCTIONS TO CANDIDATES FOR PROPER CONDUCT DURING ASSESSMENT / EXAMINATIONS

(Extracts from MCAST procedure Doc 056 : Candidate's Conduct During Assessment and Examinations)

The following rules of conduct apply for assessments / examinations:

1. Candidates are to be punctual for their assessment/examination sessions (at least, ten minutes prior to the commencement of the assessment/examination session), knowing exactly in which lecture room/workshop they have to report to for their assessment/examination.
2. Candidates cannot enter the assessment/examination room more than thirty (30) minutes after an assessment/examination has started except with the permission of the Director or the Deputy Director. In such cases, extra time may be allowed if the candidate's late arrival is justified and cleared by the Director or the Deputy Director.
3. Candidates who have special concessions must ensure that they register their entitlement in good time according to MCAST policy and procedures and must produce evidence that concessions have been granted. Failing this, they will not be allowed to benefit from such concessions during the assessment/examination period.
4. All answers returned on the candidate's examination manuscript must be his/her work completed during the examination/assessment session.
5. Candidates are expected to comply with any specific instructions given by the invigilator before and during the assessment/examination session.
6. Candidates are not permitted to communicate or attempt to communicate with any other candidates during the assessment/examination session.
7. Any form of copying are unacceptable and such misconduct leads to automatic disqualification from the assessment/examination session and no marks/grades will be issued.
8. It is strictly forbidden to use any answer book, writing paper or graph paper other than that supplied in the assessment/examination room, unless there is special provision for using material authorised by the examiners. Any other material required for an assessment/examination will be provided in the assessment/examination room.
9. Any electronic devices/items, for example, personal audio equipment, mobile phones, tablets, laptops etc, are to be switched off before the start of the examination and stored in the candidate's bag. All bags and other material which are not related and not permitted for use during the examination must be placed at the location as indicated by the invigilator.
10. All material (including examination manuscripts, graph paper, information sheets, etc.) supplied during the examination session has to be returned to the invigilators at the end of the examination.
11. Candidates are not permitted to bring with them any scrap pieces of paper.

12. Before leaving the examination room, the candidate has to seek the invigilator's permission. Candidates are allowed to leave the examination room after the first half hour of the examination. No candidate may leave the examination hall during the last ten minutes of the examination session.
13. A candidate who falls ill while sitting for an assessment/examination session may leave the room, with the invigilator's permission, and return while the assessment/examination is in progress, to resume the paper on one occasion only. In such cases no extra time is allowed.
14. When a candidate cannot complete the assessment/examination work/paper because s/he is taken seriously ill, s/he should inform the invigilator so that the incomplete manuscript/work can be handed in. It is the candidate's responsibility to cover such instances with a medical certificate.
15. It is absolutely forbidden for candidates to return part of or the whole examination manuscript/s after they leave their examination room.
16. Candidates shall not directly and/or indirectly offer or seek to offer assistance to, or seek to obtain and/or accept assistance from, any other assessment/examination candidate. Such behaviour will disqualify the candidate from that assessment/examination and his/her script will not be corrected.
17. Food and drinks (except water or non-alcoholic drinks) are not allowed during the examinations.
18. Any form of unacceptable conduct during assessment/examinations, including cheating, copying and disturbing others during assessment/examinations, will be reported to the Examinations Disciplinary Board. This could, among other disciplinary measures, lead to the annulment of the assessment/examination result.
19. Candidates are to keep exam papers flat on the desk at all times.
20. In case of serious uncontrolled behaviour or persistent defiance of assessment/examination regulations, the invigilator is authorised to suspend immediately the candidate from the lecture room/examination hall. Such cases will be immediately reported in writing to the Registrar's office within 24 hours of the incident.