

## STUDENT CONDUCT IN EXAMINATIONS<sup>1</sup>

Candidates *MUST* present a photo ID to their nominated invigilator at the time of arriving for the examination, unless the candidate is personally known to the invigilator.

Candidates are not permitted to take bags or briefcases of any description into an examination area, but they may take in small money purses or cosmetic bags.

Rules governing the conduct of students in examinations are:

1. Candidates are required to obey any instructions given by an examination invigilator for the proper conduct of the examination.
2. No bag, writing paper, manuscript or book, other than a specified aid, is to be brought into or removed from an examination room.
3. Students may bring into the room only basic materials (pens, pencils, ruler) unless there are instructions to the contrary.
4. No candidate shall be readmitted to an examination room after he or she has left it, unless during the full period of the absence, the candidate has been under approved supervision.
5. A candidate shall not by any improper means obtain, or endeavour to obtain, assistance in his or her work, or give, or endeavour to give, assistance to any other candidate.
6. There must be no communication of any kind between candidates in the examination rooms, except where laid down in the rules for a specific examination.
7. Dictionaries and calculators are not permitted in examinations, unless specifically mentioned on the examination paper.
8. Smoking is not permitted during the course of an examination.

**NOTE: MOBILE PHONES ARE NOT PERMITTED IN EXAMINATION ROOMS.**

Should you have a disability that requires additional assistance during an examination, please contact the Open Universities Coordinator at Macquarie University on 02) 9850 9274 as soon as possible.

## SUPERVISION CHECKLIST

- Ensure the examination area meets standard occupational health and safety requirements (eg. a quiet area, with adequate ventilation, without flickering lights, that allows the student to perform to the best of their ability).
- Examination papers and workbooks are to be placed on the desk or table before entry of the candidate/s into the examination room.
- In rooms where no clock is available, the invigilator should advise students of the progress of examination time.
- An announcement should be made 10 minutes prior to the conclusion of the examination, indicating the time remaining.
- Ensure the student's name is on all books and papers.
- If a student is observed using unauthorised material, this should be confiscated immediately. Allow the student to complete the examination in the normal way, but advise the student that you are reporting the incident to the University. At the conclusion of the examination, a detailed written report should be returned to the University, along with the examination materials.

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<sup>1</sup> Macquarie University Handbook of Undergraduate Studies 2004