

Conduct during Examinations Policy

1. Introduction

During examinations, students are expected to conduct themselves in an honest and ethical manner and in accordance with MIBT standards for the conduct of examinations. Any form of behaviour that is in breach of these standards will be considered academic misconduct.

2. Conduct of students during examinations

Student identification

Students must bring their current student identification card into the examination room and keep it displayed at all times. Students are allocated an individual seat number and required to sit in the corresponding seat. Students must complete and sign an Examination Attendance Slip during working time.

Comply with directions

Students must comply with all directions given by the examination invigilator and all instructions outlined on the examination material or displayed in the examination room. When requested, students must permit examination invigilators to inspect any material taken into an examination room.

A student's behaviour must not disturb, distract or adversely affect any other student.

Entering and leaving an examination room

Students are not permitted to enter or leave an examination room unless instructed by an examination invigilator. A student is not permitted to leave an examination room:

- In the first 30 minutes of the examination working time
- In the last 15 minutes of working time
- During the entire examination if the examination working time is 90 minutes or less.

A student who arrives late but before 30 minutes of working time has elapsed will be permitted to undertake the examination. However, no additional working time will be allowed. Students will not be permitted to enter the examination room after this time.

Authorised material and devices

Students are permitted to take into the examination room writing materials to enable them to complete their examination, including pens and pencils, rulers and erasers.

Students are also permitted to take into the examination room bottled water in a clear plastic container

Students are permitted to take into the examination room any other materials approved for that examination.

Dictionaries

Students are not permitted to take into the examination room English dictionaries or language translation dictionaries (eg. English-Cantonese) except where an examination permits their use.

Dictionaries brought into an examination must be in book form, that is, electronic dictionaries are not allowed. Dictionaries must be unmarked, that is there must be no writing annotations or comments in the dictionary. Highlighting and/or underlining is also not permitted. Dictionaries must not have any material attached to them or inserted into pages. Personal identification details written in the dictionary such as a name and student number will be permitted.

Calculators

Students may use a calculator in an examination only if its use is specifically authorised in the paper's instructions to candidates. Where the use of a calculator has been permitted, students may

use any type of calculator. Other devices which are not primarily calculators but which have a calculator function are not permitted.

Communication with others

Upon entry to an examination room, a student will not communicate by word or otherwise with any other person except the examination invigilator or examiner.

Removal of papers

A student will not remove any examination material from the examination room at any point in time. All examination papers and materials must be handed to an examination invigilator before leaving the examination room.

3. Penalties

Students who are found to breach any of the above standards for examinations conduct may be found to have engaged in Academic Misconduct. Students who are found to have engaged in academic misconduct may have penalties implied as per those outlined in the MIBT policy for Academic Misconduct.

Policy Title	Conduct During Examinations Policy	
Policy Owners	College Director and Principal	
Contact Persons	Dr John Duncan	
Key Stakeholders	All Students at MIBT; Academic Services	
Approval Body	MIBT Academic Board of Studies	Agenda item and meeting date approved 4.6; 20 August 2009
Relevant Legislation		
Related Policies	Grievance Procedures Relating to Academic Matters	
Related Guidelines		
File information	File number	Version number V1.7 - 24/08/2010
Date Effective		Next Review Date [Next Review Date]