

Examination Conduct and Policy

Students must ensure that they adhere to the College's Examination Regulations so as to avoid being penalised in their examinations.

Preparation for Examination

- 1) Students must ensure that they carefully check the date and time of their examination.
- 2) Students must ensure that they bring the necessary stationery for their exams (e.g. pens, pencils, rulers, calculators). No stationary will be supplied by the College.
- 3) Programmable calculators are not allowed into the examination room.
- 4) Mobile phones are not allowed to be used in the examination room.
- 5) Students must ensure that they bring their GCM Student Cards with them for verification prior to entering the examination.

On the day of Examination

- 1) Students must ensure that they arrive at the College at least 15 minutes before the start of the exam.
- 2) All personal belongings must be placed at the front of the examination room.
- 3) All mobile devices (e.g. mobile phones, music player, tablets, etc) must be stored in the student's bags and placed at the front of the examination room before the start of the exam.
- 4) No books or notes are allowed to be brought into the exam rooms. Any books or notes must be placed in the student's bags and placed at the front of the examination room before the start of the exam.
- 5) No food is to be allowed into the examination room. If the student takes a drink into the examination hall (a flask or bottle of water, for example) , all plastic coverings must be removed before entering the examination room.

During the Examination

- 1) Students will not be allowed into the examination room 15 minutes after the start of the examination. No extra time will be given to students who arrive late for their exam.
- 2) Students are not allowed to leave the examination room in the first 30 minutes or the last 10 minutes of the examination.
- 3) At no point are students allowed to speak to other students.
- 4) If a student has any query they must raise their hand in order to receive guidance from the invigilator.
- 5) Students must not remove any question papers or examination answer booklets from the examination room.
- 6) Unused examination answer booklets must be left on the desk, and these will be collected by the invigilator.
- 7) Examinations are monitored by continuous video surveillance. Recordings are managed in line with ethical and data protection protocols.
- 8) If students are caught cheating, the invigilator will report the matter to the College's Academic Dean, and the matter will be treated in accordance with the College's academic disciplinary procedures.