

A stack of white papers, slightly blurred, set against a light blue background.A circular clock face with a white background and black numbers, set against a light blue background.

UNSW@ADFA

A stack of white papers, slightly blurred, set against a light green background.A round analog clock with a yellow face and black numbers, set against a light yellow background.

**Rules for the Conduct of
Examinations**



Rule 1

Candidates are required to obey any instruction given by an examination supervisor or staff member from Student Administrative Services for the proper conduct of examinations.

Rule 2

Candidates must not enter the examination room until called in, in course order, by an examination supervisor.



Rule 3

Candidates are required to sit in the seat allocated to them by the examination supervisor.



Rule 4

Candidates are required to be in their places in the examination room not less than **15 minutes** before the time of commencement.



Rule 5

No bag, pencil case, writing paper, blotting paper, manuscript or book, other than the specified material, may be brought into the examination room.

This includes mascots and water bottles.



A vertical strip of four images on the left side of the slide. From top to bottom: a clock with a blue and purple background, a clock with a yellow and orange background, a stack of papers with a green background, and a stack of papers with a purple background.

Rule 6

Any mobile telephone brought to the examination room must be **turned off** and handed to an examination supervisor who will place it in an envelope with the Student's Name and Student ID number for the duration of the examination.

On completion of the examination the candidates may collect the envelope containing their mobile phone.



Rule 7

No candidate shall be permitted to leave the examination room:

before the expiry of 30 minutes from the time the examination commences; or within 10 minutes of the conclusion of the examination.

Candidates wishing to leave early must hand their examination books, and any other relevant materials, to an examination supervisor before leaving their allocated place.

Rule 8

No candidate shall be admitted to an examination after 30 minutes from the commencement of the examination.




Rule 9

Candidates shall not be re-admitted to the examination room after they have left it unless, during the full period of their absence, they have been under approved supervision.






Rule 10



Candidates shall not by any improper means:

obtain, or endeavour to obtain, assistance in their work;



give, or endeavour to give, assistance to any other candidate;
or



commit any breach of good order.

Rule 11

No smoking, eating or drinking is permitted during the course of the examination.

Water may be provided by examination supervisors.



Rule 12

Answers must be in English unless otherwise stated.



A vertical strip of four images on the left side of the slide. From top to bottom: a clock face on a purple background, a clock face on a yellow background, an open book on a green background, and a closed book on a blue background.

Rule 13

A candidate who commits any infringement of the rules governing examinations is liable to:


disqualification at that particular examination;

immediate expulsion from the examination room; and


such further penalties as may be determined in accordance with the by-laws.




Rule 14



Candidates are required to display their valid ADFA Student ID card upon entering the examination room and must display their card on their desk for the duration of the examination.



Students without an ID card will be required to provide other appropriate identification and demonstrate their eligibility to sit for the examination in a process to be determined by the Manager of Student Administrative Services.





If you have any queries or concerns regarding the examination process please contact Student Administrative Services.

We wish you all the best for your exams!