

## **Rules of Conduct within an LEA/LEI Examination**

These requirements apply to all LEA and LEI Examinations.

**Candidates are expected to familiarise themselves with these rules as certain actions on the part of a candidate may cause them to be deprived of marks for the examination and possible further action to be taken upon the candidate.**

### **GENERAL**

Any breach of the following requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as misconduct, and dealt with under Future Energy Skills processes.

#### **Entering and leaving time**

Candidates are required to be present for the examination not less than fifteen minutes before the time for commencement.

Candidates are required to bring with them their confirmation letter which indicates they have been authorised to attend the examination on the date and at the time indicated.

Candidates are not permitted to enter the examination room more than half an hour after the commencement of the session unless allowed to by the assessor. No additional time will be allowed for the candidate under such a circumstance.

Candidates who complete their examination before the allocated examination time may leave the room but will not be allowed reentry.

#### **Photo Identification**

For all LEA and LEI examinations attended, candidates must bring and produce photographic identification. Acceptable photographic identification includes Drivers Licence, Passport or Student ID.

#### **Clothing and Footwear**

As per *AS/NZS4836:2011 Safe Working on or near low voltage equipment installations and equipment*, candidates are required to wear appropriate clothing and footwear, e.g. workboots, long sleeved shirt, long trousers. If appropriate clothing is not worn, a candidate will be denied entry to the examination.

#### **Insulation Resistance and Continuity (IRC) Testers**

Candidates are required to bring their own IRC tester. The criteria for the testers are:

- Analogue only
- No indication for PASS/FAIL
- Minimum of 250V/500V scale
- Minimum of 2 x continuity sales
- True moving coil meter

**Examination Briefing/Reading Time**

A pre-examination briefing time of 10 minutes for Practical examinations and 15 minutes reading time for Theory examinations is provided at the commencement of each exam. For Theory examinations, highlighting is permitted. Writing or the use of other equipment i.e. calculators is not permitted during reading/briefing time.

**Writing Time**

All writing must be completed during the examination time, but only after the completion of reading.

Candidates must write their examination answers in biro or ink.

**Allowable Materials**

The allowable materials are provided on the candidate's examination confirmation letter and will be re-stated by the assessor/supervisor prior to the examination. It is the candidates' responsibility to ensure they are aware of the allowable materials for each exam.

**Unauthorised Materials**

Candidates must not take into the examination room, writing paper, notes, manuscripts, electronic media. Unless authorised by the assessor, candidates should be aware that when an electronic calculator is permitted in an examination any programmable memory on it must be cleared prior to entering an examination room, and any additional functional modules, for example, ROMs, must be removed.

Any candidate who has brought any unauthorised material whatsoever into the examination room should declare it to the assessor immediately. Candidates who are uncertain whether any material is authorised should ask the assessor for clarification.

If an assessor finds that a candidate has unauthorised material, in whatever form, in the vicinity of their working area or on their person, whether in the examination room or the toilets or en route to/from the toilets, the matter will be reported to the LEA/LEI Administration and disciplinary action will normally be taken against the candidate.

This action may result in the candidate being deprived of any marks for this examination. This will apply regardless of whether the material has been used at the time it is found.

**Mobile Phones / Other Electronic Media**

Mobile phones are not permitted in the exam venue unless they are switched off and placed on the assessor's desk at the commencement of each examination.

If a mobile phone is found switched on in a candidate's possession in the examination venue, it will be deemed as a breach of examination rules. This may result in the matter being referred to the LEA/LEI Administration for possible action in accordance with Future Energy Skills processes.

The assessor will advise the candidate that the phone will be held as unauthorised material and returned to the candidate at the end of that examination.

**Notes, rough work**

All notes, rough work and calculations must be done in the examination paper.

**Behaviour during an examination**

Candidates must not communicate in any way with any person other than an assessor during an examination. Any other communication will be deemed as a breach of examination rules.

**Exclusion from an examination**

An assessor shall have the power to exclude a candidate from an examination for good cause and shall submit a written report on the circumstances to the LEA/LEI Administration immediately after the conclusion of the examination.

**Absence from an examination**

Any candidate needing to leave an examination and return to the examination room later must obtain permission from the assessor. Such candidates must be kept under supervision during their absence from the examination venue.

**Smoking**

Smoking is not permitted in an examination room.

**Food and Drink**

Food and/or drink will not be permitted in an examination room without the special permission of the assessor.