

## **TWI Certification Ltd** **Examinations Rules and Declaration**

### **Use of Equipment, Material, Communication Devices and Documents**

Only equipment, documents and materials approved by an Examiner or Invigilator may be used during an examination. If in doubt, consult an Invigilator before the examination.

Electronic translation dictionaries are not permitted. Candidates whose first language is not English may use a book-type translation dictionary, provided an Examiner or Invigilator verifies that it does not contain material that could give an unfair advantage.

All communication devices and image/audio/video capturing devices, including mobile phones, watches and smart watches, **MUST be switched off and placed with personal belongings away from the work area**. In cases where a candidate needs to keep a phone available for emergency purposes they may be left with an Invigilator.

Programmable calculators and any personal digital equipment with storage capabilities are strictly prohibited. Where appropriate, scientific calculators will be provided for candidate use.

The use of specific equipment (e.g. digital inspection instruments) may be allowed if properly justified. In such cases it must be inspected by an Examiner or Invigilator before use, to ensure that the candidate is not gaining an unfair advantage, and after use to ensure the continued security and confidentiality of examination materials.

### **Conduct of Examination**

At the time of examination, candidates must have valid proof of identification and, where applicable, an official examination notification. These must be shown to an Invigilator upon request.

By signing the Examination Rules and Declaration Form the candidate acknowledges and/or agrees that:

- The examination conditions are satisfactory before the commencement of the examination.
- If the examination conditions become unacceptable during the examination, the candidate will immediately inform an Invigilator, who will take appropriate action.
- Only blue or black ink may be used to complete examination papers.
- Any corrections must be initialled by an Examiner or Invigilator.
- Correction fluid is not allowed on any part of the examination.
- When an examination is recorded, these recordings may be shared with third parties, to facilitate any investigation in the event of a breach to these examination rules.
- They will not remove any examination materials from the examination room. This includes examination papers, answer Sheets, rough notes, sketches, and any other notations that the candidate may have made in relation to the examination.

## **Consequence of Cheating and/or Fraudulent Behaviour**

Candidates who do not abide by the examination rules, including those:

- Possessing unauthorised materials or devices (whether they are used or not)
- Suspected of cheating, or colluding with other candidates
- Attempting to remove or found to have removed examination materials

will immediately have their examination terminated and invalidated, and (where applicable) will be removed from the examination room.

Candidates who have breached the Examination Rules are advised that:

- No examination results will be issued for any examinations either completed or partially completed.
- No refunds will be given for any examination fees paid.
- A formal letter of explanation will be sent to the candidate, their employer or sponsoring organisation, outlining the reason for the termination of the examination.
- They may be subject to additional sanctions, such as; being banned from attending any other TWI Certification Ltd (TWI Cert) examinations and/or having any current qualifications/certifications from TWI Cert cancelled.

## **Right to Appeal**

For all examinations, candidates have the right to appeal against a decision to terminate an examination. This appeal must be in writing and addressed to the relevant Stakeholder Management Committee. Contact details for submitting appeals will be provided by TWI Cert's Chief Examiner upon request.