



Exam rules

March 2023

General

The exam rules were contained in the study guide provided, however they are reiterated in this document.

Examination rules come into effect as soon as the candidate enters the examination venue or are connected with the online invigilator. The invigilator will commence the exam session with the reading of the exam rules. Candidates must submit in all matters to the directions and rulings of the invigilator.

Exam rules

- Candidates have three-and-a-half hours (3½) hours in which to complete the examination.
- Exam duration guidelines: MCQ: 2 hours and OEQ: 1½ hours.
- No cell phones or other electronic devices (including memory sticks or other data storage devices) are allowed in the examination room.
- No reference material, templates, or other aids may be used, except for nonprogrammable calculators.
- Only 1 screen is allowed. As an alternative, we recommend that laptops or devices with screens 15" and larger may be used and use the split screen feature.
- The internet may not be accessed at any time.
- All bags must be placed in the front of the examination room.
- Candidates that write online must have a clear surface around the laptop.
- ID books must be placed on the desk, or shown to the invigilator as soon as contact is made online.
- The examination paper and script book are to be turned in with the answers. (when applicable)

Special needs

Should candidates have any special needs (e.g. special physical requirements, hearing, or sight impairment) please inform the Institute least 30 days before the date of the examination. If a candidate requires the use of a second screen for medical reasons, a request must be made in writing supported by a medical certificate.

The exam system and paper

- The exam paper consists of multiple-choice questions and an open-ended question.
- The invigilator will explain the working of the exam system (including the assessment navigator).

- Candidates are required to answer their examination on the computer provided, if an in-person exam or for a virtual exam the candidate to use the personal laptop selected, provided it meets the technical requirements for the virtual exam (multiple choice and open-ended questions).
- The open-ended question may also be answered in handwritten format in the script book provided for an in-person exam OR for a virtual exam, using the templates provided as part of the exam paper(s). (when applicable)
- Candidates will be provided with a username and password which should be entered into the computer upon the invigilator's instruction.
- Candidates will be provided with a Monitor username and password when the exam commences.(optional)
- As a precautionary method, candidates are reminded to manually save at least every 10 minutes as demonstrated by the invigilator.
- If the candidate is not ready to submit by the time s/he starts on the open-ended section of the exam, the candidate should save the MCQ section before moving on to the open-ended question section.
- Candidates should ensure that they have submitted both the MCQ and open-ended sections before leaving the examination room.

Beginning the examination

- Candidates may not turn over the examination paper or go into the online exam or open digital exam papers (for virtual exams) until instructed to do so by the Invigilator. (if applicable)
- Candidates may not begin writing or accessing the examination system until the Invigilator has completed the announcements and officially started the examination.

Completion of examination materials

- Candidates are required to write their answers in English.
- Candidates must ensure that their name and CI membership number are entered on the front of each script book or on the electronic document provided.
- No part of the script book should be torn off or separated in any way. (if applicable)
- Candidates should write on both sides of the page. (if applicable)

Conduct during the examination

- Any candidates requiring assistance during the examination must raise their hand and wait for an invigilator to respond to them.
- Candidates should not leave their desk and walk about the room during the examination.
- Communication of any kind with other candidates in the examination venue or at home/office is forbidden before, during and after the examination.
- Invigilators may not be asked questions concerning the content of the exam during the exam.
- A candidate whose conduct is, in the opinion of the Invigilator, disturbing to other candidates and who persists in such behaviour after receiving a warning from an invigilator shall be required to leave the examination venue.
- In the event of an emergency, candidates must follow the instructions given by the invigilators and must refrain from talking during an evacuation.
- No other act that appears to violate examination ethics will be permitted.
- In the case of an extended interruption during the exam due to failure of an internet connection, network, power failure or the like:

- The invigilator may, at his/her discretion, allow the candidates to choose whether they wish to continue writing after the interruption, or to reschedule the exam at no additional fee.
- If the candidate then fails the exam, the candidate will not be able to object to the outcome citing the interruption as a reason for the appeal.

Leaving the examination

- No candidate may leave the examination venue during the first 30 minutes or the last 15 minutes of the examination, except in exceptional circumstances and at the discretion of the invigilators.
- Candidates wishing to leave the examination (temporarily or otherwise) must raise their hand and wait for an invigilator to come to them.
- Candidates wishing to return to the examination may not leave the examination room unsupervised.
- If a candidate finishes before the full time has lapsed, s/he should alert the Invigilator by raising their hand, ensure that they have submitted their responses on the system, turn in all materials and leave the room/Team site quietly.
- The invigilator will announce regular time intervals and when time has expired.
- At the end of the examination:
 - All candidates must stop writing when instructed to do so by the Invigilator.
 - The invigilator will then instruct all candidates to submit their answers on the system if they have not done so already.
 - An invigilator will collect the examination materials. Candidates should be aware that any examination script or related material that is removed, even inadvertently, from the venue without authority will be deemed invalid.
 - Candidates may only leave after the invigilator has confirmed that they have submitted their answers.

Breaking any of these rules could result in losing the privilege to sit this (or future) CI examinations.