

Examinations Rules for Candidates

1. Purpose

To maintain the integrity of CBIP's examination (exam) and certification processes by preventing fraudulent exam practices.

2. Scope

Written and practical exams administered by CBIP.

3. Definitions

Nil

4. Responsibilities

4.1 The **Operations Manager** is responsible for keeping this policy up-to-date and making it available to candidates.

4.2 **Examination candidates** are responsible for:

- i. reading and understanding these Examination Rules for Candidates and the Code of Professional Conduct before signing the certification application
- ii. accessing and complying with the Examination References permitted for use during exams
- iii. raising any queries or concerns with the Operations Manager prior to completing the exam.

5. Policy

5.1 Personal items such as bags, mobile phones and other electronic devices must be left at safe distance from the desk (written) or site (practical). Electronic devices must be turned off or switched to silent mode.

5.2 CBIP-supplied paper can be sourced from the invigilator if additional paper is required. Paper used during the exam must be returned to the invigilator.

5.3 Do not write on the back of the exam paper. This interferes with scanning and marking.

5.4 Any form of communication with other exam candidates is not permitted during the exam and will be considered exam misconduct.

5.5 Restroom breaks are permitted. Only one candidate at a time may leave the exam.

5.6 Exam fraud or misconduct is a breach of the Code of Conduct and will result in fail grade i.e written exam paper will not be marked, or no grade will be assigned to the practical exam.

5.7 Written exam will not be marked on the day of the exam. Written exams are post moderated before results are released.

5.8 The practical examiner may provide interim feedback on the practical assessment. Results are not final until post moderation has confirmed the result.

6. Procedure

Nil

7. Record Management

Nil

8. Quality Standard

ISO/IEC 17024: 2012, clauses:

- 7.4.3 regarding measures to prevent fraudulent examination practices
- 9.3 Examination process

9. Revision History

This document replaces Examination Rules, effective 9 November 2023. Examination Rules are now as official Board-approved policy. Examination rules have been expanded and clarified.

