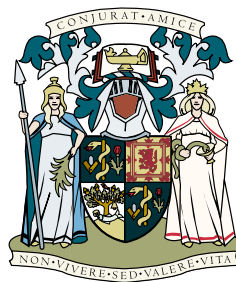


MRCs

# Instructions to Candidates on the Conduct of Written Examinations



- 1 Candidates are required to obey the instructions of the senior invigilator. It is the duty of the senior invigilator to prevent any behaviour likely to cause disturbance to other candidates. Both entry and exit to an examination shall be at the absolute discretion of the senior invigilator.
- 2 Candidates who are late by no more than 30 minutes for an examination may be allowed entry to the examination at the discretion of the senior invigilator but will not be given extra time to compensate for their late arrival.
- 3 No candidate may leave in the first 90 minutes or the last 15 minutes of the examination and until their answer sheets and question booklet has been collected from their desk.
- 4 Candidates should assemble outside the examination hall at least 15 minutes before the start of the examination and should not enter until instructed to do so by the senior invigilator(s). Coats, bags or any books and papers brought into the Examination Hall should be deposited away from the candidate's desk as directed by the senior invigilator(s). All stationery required for the examination will be provided.

### **NO MOBILES PHONES ARE PERMITTED WITHIN THE EXAMINATION HALL**

- 5 Any candidate found to have a mobile phone, pager, calculator or other hand-held electronic device on their person in the examination may be suspended from the examination, and will have their results withheld pending investigation.
- 6 Each desk in the examination hall will be numbered and candidates must sit at the desk that corresponds to their examination/candidate number. On each desk in the exam hall there will be numbered documents. Please ensure that this number corresponds to the desk number and to your examination/candidate number, and the coloured flash on the question booklet and answer sheet matches.
- 7 Candidates should leave their admission card on the desk ready for inspection.
- 8 Candidates should write their examination/candidate number on the Question book provided and on the mark sheet using the pencil provided.
- 9 Candidates shall not give or receive any assistance or communicate by any means with one another or any person, other than the invigilator(s), at any time during the examination period. Any candidate acting in breach of this Regulation or misbehaving in any other way that may disrupt the examination, may, at the discretion of the senior invigilator, be suspended from the examination, or have their results withheld pending investigation.
- 10 No calculator or electronic device may be used by a candidate in an examination.
- 11 Candidates may not begin reading the paper (apart from the instructions on the front of the question book), or marking answers on the mark sheet before the senior invigilator announces the start of the examination period

- 12 Candidates must cease writing when the senior invigilator announces the end of the examination period. If they fail to do so they will be disqualified.
- 13 ALL answers must be transferred to the answer sheet BEFORE the end of the examination. No extra time will be allowed for the transfer of answers.
- 14 No part of a question book shall be torn out or removed from the examination hall.
- 15 Any candidate who wishes to leave the examination hall to go to the toilet must ask the permission of an invigilator who will escort them to the toilet.
- 16 Candidates should be aware that they may finish easily within the time allowed. For security reasons if a candidate stays until the end of the examination they will be unable to leave the examination hall until ALL the question booklets and answer sheets have been collected.
- 17 Candidates who have any questions on the content of the examination should report these to the invigilator. All such will be noted and considered at the adjudication stage. No clarification will be given by the invigilator.
- 18 Refreshments are not always available at a centre. Candidates may bring a small plastic bottle or carton of drink with them to the exam.

Any candidate who contravenes any of these instructions will be liable to penalties that may include expulsion from the examination, annulment of results, and referral to the appropriate registration body. The Malpractice Regulations that the College adheres to is available on our website [www.intercollegiatemrcs.org.uk](http://www.intercollegiatemrcs.org.uk) . It is the candidate's responsibility to be familiar with these before they attend the exam.

Candidates should note that the copyright on the content of the papers is held by the four surgical royal colleges and that unauthorised use of any of the questions is prohibited. In the event of contravention of this copyright, legal action may be taken. Any candidate found making notes on the content of questions will be disqualified.