

Examination Rules

Admission to the Exam

Candidates must:

1. Arrive at the correct venue at least 30 minutes before the published start time.
2. Bring their ratified entry form to the examination.
3. Bring a folder containing only the authorized sources for the open book examination as per guidance.
4. Supply their own calculator, which is approved by the Pharmaceutical Society NI.
5. Place any books, notes and blank paper which are brought into the exam in the designated area as instructed by invigilators. The Pharmaceutical Society is not responsible for the security of mobile phones, or other valuable items, left in the designated area.
6. You are not permitted to have a mobile phone, smart phone or similar device on your person during the examination. Ensure that mobile phones and mobile devices are fully switched off, including alarm functions, and place in the area designated for personal belongings. Smart watches must also be removed and placed in this area. The Pharmaceutical Society is not responsible for the security of mobile phones, or other valuable items, left in the designated area.
7. Take to the exam desk pens, pencils and equipment necessary for completion of the exam only and place this equipment in a clear plastic bag or clear pencil case. In addition, candidates may take a drink and a small packet of soft sweets into the exam room. Labels must be removed from bottles.
8. Sit in the seat specified on the seating plan displayed at the venue.
9. Refrain from communicating with other candidates and follow all instructions given by invigilators.

Candidates must not:

10. Impersonate another candidate, or, allow themselves to be impersonated.
11. Enter the exam room more than fifteen minutes after the exam has begun.
12. Open the exam question paper or write any notes/formulae on the exam stationery prior to the start of the exam.

During the Exam

Candidates must

13. Follow all instructions given by invigilators.
14. Remain seated at their exam desk until 1 hour of the exam has lapsed.

15. Do all rough work on the examination working booklets provided.

Candidates must not:

16. Communicate with anyone except the Invigilator.

17. Have in their possession any books, notes, learning material or equipment not specifically authorised in the exam instructions or have access to unauthorised material by any means.

18. Look at the work or copy from another candidate, or, allow anyone to copy from them.

19. Remove exam answer books or supplementary paper from an exam room nor bring such material into the exam room.

20. Have in their possession any electronic device or equipment apart from an approved calculator.

21. Have in their possession any headphones, communication or recording device.

22. Leave the room during the last thirty minutes of any exam except in the case of illness.

Completion and Submission of Exam Answer Books

Candidates must

23. Complete answers as per guidance legibly in black ink only. Guidance is also provided about how to make a correction. Correction fluid, tape or pens are not permitted.

24. It is the candidate's responsibility to enter their examination number on the examination paper and working booklets as per guidance.

25. Ensure their answer book, and any other material to be submitted, is collected by invigilator

At the end of the Exam

Candidates must not

26. Leave the exam room without the permission of the invigilator. Any student leaving the room unaccompanied while the exam is in progress will not be re-admitted.

Candidates must

27. Remain seated and refrain from communicating with each other until such time the invigilator instructs them to leave.