

Examination Rules

Admission to the Examination

All candidates are required to comply with all special measures in place relating to the Covid-19 pandemic

Candidates must:

1. Arrive at the correct venue at least 35 minutes before the published start time;
2. Bring their ratified entry form to the examination along with approved photographic ID – see website for details;
3. Bring a folder containing only the permitted reference sources for the Open Book examination as per guidance;
4. Supply their own calculator which is approved by the Pharmaceutical Society NI, for an example [click here](#);
5. Only bring to the venue to essential permitted reference sources for the Open Book Examination, drinks (labels must be removed from bottles) and food for the breaks. You should bring a small bag or backpack which must be stored in front of your desk at all times and not accessed during the examinations. At the start of the Open Book paper, you will be required to remove the permitted reference sources from your bag (see point 3) and leave the reference books adjacent to your desk;
6. Not bring mobile phones, smart watches, tablets or other communication equipment to the venue;
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 place a drink and a small packet of soft sweets on the desk. Labels must be removed from bottles;
8. Sit in the seat specified on the seating plan displayed at the venue; and
9. Refrain from communicating with other candidates and follow all instructions given by the 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; or
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. Raise their hand should they wish to attract the attention of an Invigilator
14. Follow all instructions given by Invigilators;
15. Remain seated at their exam desk until 1 hour of the exam has lapsed except in the case of illness; and
16. Do all rough work on the examination working booklets provided

Candidates must not:

17. Communicate with anyone except the Invigilators;
18. 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;
19. Look at the work or copy from another candidate or allow anyone to copy from them;
20. Remove exam answer books or supplementary paper from an exam room or bring such material into the exam room;
21. Have in their possession any electronic device or equipment apart from an approved calculator;
22. Have in their possession any headphones, communication or recording device; or
23. 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:

24. 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;
25. Enter their examination number on the examination paper and working booklets as per guidance; and
26. Before leaving their desk, ensure their answer book, and working booklet, is collected by an Invigilator.

At the end of the Exam

Candidates must not:

26. Leave the exam room without the permission of an 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 as an Invigilator collects their papers and instructs them to leave.

28. When instructed to leave they should do so silently.