

Guidelines and Rules for Exam Conduct:		
	Physical Exam Venue	Online Exam
Arrival & start of the exam	<ul style="list-style-type: none"> Students are required to arrive a minimum of 15 minutes prior to the start of the exam. 	<ul style="list-style-type: none"> Students must log in to the assessment platform 30 minutes before the exam start time on the exam day. Students must have completed all their online exam pre-checks and submitted their PoE. Once these are complete and the exam start time arrives, the student will have 3-hours and 30-minutes to complete the online assessment. A timer will commence, and the student can't pause the timer.
Proof of Identity	<ul style="list-style-type: none"> The ICB invigilator will ask students to provide proof of identity. 	<ul style="list-style-type: none"> Students will be required to present a photo identity document during the online exam
Late Arrival/ Starting Issues	<ul style="list-style-type: none"> Students who arrive at the Exam Centre up to 30 minutes after starting a paper may be permitted to write – but must give a reason for their lateness. Late arrival, the student candidate number, and arrival time will be reported to the Academic Board. Students who arrive late for an exam will not be given extra time. However, the Academic Board will consider a student's performance and the reason for lateness when reviewing results. Should a student be unable to provide a good reason for being late, or the ICB and/or its representatives suspect that a student has tried to get an advantage over other students, the Academic Board has the right to assign a zero result the exam. Should a student arrive over 30 minutes after starting a paper, they will not be allowed to write the exam. If extreme lateness has been caused by exceptional reasons outside of the student's control, they can appeal to the invigilator in charge, who can decide whether to admit the student or not. 	<ul style="list-style-type: none"> Students have half an hour to log into the exam after the start time of the exam. Thirty minutes after the start of the exam, all access is locked, meaning that a student cannot enter the exam more than thirty minutes after the scheduled start time. In the event of system failure before the start of an examination, which renders it impossible for a student to launch the assessment, the student or a representative from the provider must contact the ICB, who will attempt to resolve the problem.

Online Exam Technical Issues	n/a	<ul style="list-style-type: none"> Students must ensure that they have met the prescribed technical requirements. If the connection drops during the assessment, the student must reconnect as quickly as possible as the assessment needs to be completed within the initially allocated timeframe. No extension in time will be granted. The ICB must be contacted through the prescribed method to log any issue during the exam. If a student's exam is compromised to circumstances beyond their control, a postponement application must be lodged in the prescribed format within 48 hours of the exam.
Books & Materials	<ul style="list-style-type: none"> Students may not take any book, manual, paper or manuscript into the exam, except those approved by the ICB and listed in the Examiner's Instructions for that exam. The invigilator will collect any unauthorised material, who may keep it if the ICB needs to see it. 	<ul style="list-style-type: none"> Students may not have any book, manual, paper or manuscript in the exam room, except those approved by the ICB.
Calculator	<ul style="list-style-type: none"> Students are permitted to use either a basic or scientific pocket calculator (not financial) in the exam as long as: <ul style="list-style-type: none"> The use of the calculator does not disturb other students The calculator does not need a mains power supply The calculator is not used to display information or run programmes that were stored on it before the exam 	<ul style="list-style-type: none"> Students may use basic or scientific pocket calculators (not financial) in the exam as long as the calculators are not used to display information or run programmes that were stored on them before the exam.
Blank Paper / Workings	<ul style="list-style-type: none"> Students need to include calculations and workings in their written answers. Students may use a separate piece of paper for rough calculations if needed, making it clear which question the workings are for, and attach any such workings to the answer book. 	<ul style="list-style-type: none"> Students may use a note sheet to do their rough calculations as long as <ul style="list-style-type: none"> The note sheet is a single blank sheet, not an entire notebook The note sheet has no pre-existing notes/ rough work on it Students must take note that both eye and hand movement will be monitored to detect students flipping through pages or constantly looking down will be flagged

Writing Pen	<ul style="list-style-type: none"> Any written answers must be in black pen. However, a student may use pencils for flow charts, diagrams and graphs. 	<ul style="list-style-type: none"> All answers are typed online.
Sharing of items	<ul style="list-style-type: none"> Students may not pass any information, book, paper or other material to any other person during the exam. 	<ul style="list-style-type: none"> Students may not pass any information, book, paper or other material to any other person during the exam.
Leaving the Room (with Permission)	<ul style="list-style-type: none"> If a student needs to leave the room temporarily, they must be accompanied by an invigilator (if there are two or more students in the exam room, i.e. students completing their online exams at their training provider venue) or by a member of college staff (summoned by the invigilator if there is only one present for the exam) to ensure that the candidate does not communicate with anyone else. 	<ul style="list-style-type: none"> If a student needs to leave the room for a bathroom break and are writing their online exam alone, away from campus, they must keep such breaks to an absolute minimum as both the duration and frequency of such breaks will be monitored by the camera. (DO NOT close your exam tab or shut down your PC when going on a bathroom break) If a student is writing online at a campus, the physical exam venue rules apply.
Leaving the room after the start exam	<ul style="list-style-type: none"> Should a student wish to leave and does not intend to return, they must hand their question paper and answers to the invigilator in charge. 	<ul style="list-style-type: none"> No permission is required
Leaving the Room (without Permission)	<ul style="list-style-type: none"> If a student leaves an exam hall without permission after the exam has started, the student will not be allowed to return. Nobody may leave during the first 30 minutes, except under exceptional circumstances and only with permission from the invigilator. 	<ul style="list-style-type: none"> No permission is required.
Communication	<ul style="list-style-type: none"> Students may not communicate with any other person during the exam, except for the exam invigilator 	<ul style="list-style-type: none"> Students may not communicate with other people during the exam, except for the exam invigilator or the ICB support team.
Other Prohibited actions	<ul style="list-style-type: none"> Use a cellular telephone or tablet during the exam use earphones or headphones 	<ul style="list-style-type: none"> Students may not <ul style="list-style-type: none"> tab out of / away from the exam screen close, cover or disconnect the camera at any point during the exam use a second screen copy and paste from outside the exam use a cellular telephone or tablet during the exam (except to contact ICB) use a landline telephone during the exam (except to contact ICB) wear headgear (hats, caps) wear earphones or headphones

Camera Positioning	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> The camera must be positioned in front of the learner in order to show the learner's face The camera must show the learner's head and shoulders in full
Exam Room	<ul style="list-style-type: none"> The room must be well lit The room must be sufficiently ventilated 	<ul style="list-style-type: none"> Unless writing at an ICB accredited college, the test-taker must be alone in the room The room must be quiet The room must be well lit
Exam Papers	<ul style="list-style-type: none"> At the exam, students will be given a question paper and answer book(s). Students must listen carefully to the invigilator's instructions and ensure they answer the questions in the correct answer book(s). The question-and-answer book(s) must be handed to the Invigilator at the end of the exam. 	<ul style="list-style-type: none"> All pre-exam sections and declarations need to be fully completed to unlock access to the actual exam. If these are not completed, the exam will not unlock. Students will be asked to review and sign certain declarations and perform certain security activities on exam day.
Exam Papers	<ul style="list-style-type: none"> All question-and-answer books are the property of the ICB and will not be returned to students. Students may not take the question paper or any other materials away from the exam venue. 	<ul style="list-style-type: none"> The recording of questions asked and/or sharing of these with anyone, either during or after the exam, is seen as cheating and may result in disqualification from the programme.
Exam Completion	<ul style="list-style-type: none"> When the invigilator says the exam is over, students must stop writing immediately and put down their pens/pencils. Anyone who continues to write will be reported for misconduct. Students will be granted a few minutes to put their answer books together. The student's responsibility is to ensure that all question papers and answer books are given to the Invigilator. At the end of an exam, students must stay in their seats until the invigilator says they may go. 	<ul style="list-style-type: none"> The online exam will close at the end of the exam session, and your work will automatically be submitted.

At Exam End	<ul style="list-style-type: none"> • The invigilator will collect the examination papers and answer scripts in alphabetical order. • When all have been collected, students may leave. • Should a student not want to submit an answer book, they must write 'No answer submitted' on the front of the answer book and hand it in. 	<ul style="list-style-type: none"> • Students must complete the assessment within the allotted time, and after the completion of the allotted time, students are required to finalise and submit the assessment for marking. • The exam will automatically close three-and-a-half hours after the scheduled start time.
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8 ICB STUDENT DISCIPLINARY PROCEDURES

- 8.1 An ICB student is bound by the Institute's rules and disciplinary procedures. These rules also cover misconduct at exams and providing untrue information when registering or applying for exemptions.
- 8.2 The way the ICB's disciplinary procedures work is set out in the Institute's by-laws. The parts that are relevant to students are summarised below.
- 8.3 Once the Disciplinary Committee has found a complaint to be valid, it will then decide what action to take. This action depends on what and how severe the matter is and any other relevant facts. Actions may include giving the student a warning, reprimanding them or expelling them from the ICB. This may be done publicly or privately, as the ICB sees fit.
- 8.4 If the Disciplinary Committee feels that none of the above is appropriate, it can order that no further action needs to be taken on the complaint.
- 8.5 The ICB has the right to withhold any student's exam results until a disciplinary case has been concluded. If the student is declared unfit to continue as a registered student, exam results will not be released.
- 8.6 The Disciplinary Committee's decisions will be sent to the student's email address on record.
- 8.7 The Disciplinary or Appeals Committees may ask the student to pay up to R 5,000 as a fine or cover ICB costs. Any payments must be made within 21 days of the date of notification unless the student appeals this. If this happens, no costs are paid until the appeal is concluded. No appeal may be made about costs alone.
- 8.8 The Disciplinary or Appeals Committees can decide whether or not to publish the name of a student.

9 VOLUNTARY POSTPONEMENTS

Once a student has registered for a final exam, they cannot cancel the entry. However, the student