



## DCP EXAMINATION PROCEDURES NOTICE TO CANDIDATES

### GENERAL NOTES

1. Please check that you are sitting at the correct desk – that your Examination Number corresponds to the desk number.
2. Please place your Identity Card at the top right hand corner of your desk to enable the Invigilators to carry out a check during the exam.
3. If you wish to change your address please raise your hand now and you will be given a form to fill out.
4. You must ensure that you fill out your name and examination number on the answer book provided.
5. If you wish to leave the examination early please raise your hand and wait for an Invigilator to collect your paper. The College cannot take responsibility for lost or mislaid papers.
6. At the end of the examination you must stop writing when instructed to do so by the Invigilator and remain in your seat until your exam paper and answer sheet have been collected.

### EXAMINATION SECURITY

7. Scrap paper is not provided and you must confine your notes to the question paper.
8. It is strictly forbidden for you to talk or attempt in any way to communicate with other candidates while the exam is in progress.
9. The possession of electronic aids during the exam is not permitted. These devices include Mobile Phones, Pagers, Laptop Computers and Hand-Held Computers (Palm Pilots etc). The possession of any other devices that can either be used for communication or are audible (e.g. electronic wristwatches, personal stereos) is also prohibited. You must leave all such devices with your other belongings in the designated storage area.
10. The possession of any papers, textbooks or documents of any kind during the examination is not permitted.
11. It should be stressed that any candidate found to be in possession of electronic aids during the exam will receive a verbal warning from the invigilator. A written report will be drafted and signed by the invigilator and countersigned by a witness to the event. This report will be forwarded to the Dean of Examinations. If the Dean deems the event to be a serious infringement of the exam regulations the candidate will be advised that he or she is suspended from the exam. This will result in exam failure, the loss of the exam fee and possible exclusion from re-entry to future exams.
12. Smoking is not permitted in the exam hall or adjacent areas, for example in the toilets. You will not be permitted to leave the building for a smoke break during the exam.
13. Toilet breaks are permitted during the exam but in an effort to minimise disruption you are requested to visit the toilets before the exam commences. Candidates visiting the toilets during the exam will be escorted by an invigilator.
14. Any candidate acting in breach of any of the above regulations, or misbehaving in any way may be suspended from the examination or be deemed to have failed the examination.



## EXAMINATION RESULTS

15. Examination results will be posted on the College website, approximately three days after the examination has taken place. Please refrain from telephoning the College regarding your result during this period, as this will delay the process further.
16. If you wish your result to be sent to a different address from that on your application form please complete the "Change of Address" form available from the Invigilators during the examination.
17. Please note that under NO circumstances will results be given out over the telephone, by fax or by e-mail.

Thelma Russell  
Manager, Examinations Office