

## **Candidate Regulations for Remote Session-Based Examinations**

**You must read and abide by the following regulations:**

### **Attendance**

You must be set up on your device and ready to do the environment checks as close to your specified start time as possible.

**You must produce one of the following forms of government issued photographic identification when requested by the remote invigilator:**

1. Passport
2. Full or provisional driving licence
3. National/State/Province Identity card
4. Military ID
5. Alien registration card (green card, permanent resident, visa)
6. Local language ID (accepted only if issued from the country where the candidate is taking their exam)

The document must be current/valid/unexpired and bear your name, signature and recognisable photograph. It must also be original; not a copy or a digital ID. All ID must be issued by the country in which the student is being tested, unless it is an international passport in Roman/Latin script from their country of citizenship.

Candidates must ensure that they produce **clear and valid** identification. If this is not produced clearly during the environment check, your examination attempt may not be marked. **It is your responsibility to ensure that the picture taken of your identification during the environment check is clear enough to read.**

### **Late Start**

You should make every attempt to log into your examination at the time slot that you have been provided with. However, if you do encounter any system or access issues, you will be allowed to start your examination up to 60 minutes past your start time. After this time, you will not be allowed to sit your examination. Extra time will not be allowed under any circumstances unless approved as part of a Reasonable Adjustment request.

### **Environment**

Candidates should ensure that their examination environment is clear, with no personal and confidential belongings visible in the room. Candidates should ensure that they are situated in a location that avoids noise disturbances wherever possible.

### **Departures**

In cases of emergency which requires you to leave the room, you must let the invigilator know immediately. This can be done using the chat box provided. Please note that if you must leave the room but intend to return, your examination will continue to run, and you will not be permitted extra time. The time spent out of the room will be logged by the invigilator, and you must update the invigilator when you return.

If you are not intending to return to the room to complete your examination, please let the invigilator know and then finish your examination by clicking the 'finish' button in the top right-hand corner of the screen.

The invigilator will inform The London Institute of Banking & Finance of any examination absences. In exceptional circumstances, you may be able to submit a special consideration as per the policy. Further information about special considerations is noted on Page 3.

### **Toilet Breaks**

Candidates are **not** permitted to take toilet breaks during a remote examination. If, for exceptional reason, you need to leave the room, please follow the advice provided above.

## Stationery

Students may bring a black or blue pen(s) into their examination room, alongside a calculator (if applicable). You are also permitted to bring 2 blank pieces of paper into the examination to write notes on. No other stationery will be permitted. For further information regarding calculators, please see number 11 under 'Behaviour in the examination room'.

## Behaviour in the examination environment

1. Please check that your candidate number and full name is noted correctly when you access your examination. If any information is incorrect, please contact The London Institute of Banking & Finance as soon as possible following your examination to report the corrections.
2. When you access your examination, you will be given instructions to complete environment security checks. Please follow these instructions carefully. Failure to do so could prevent your examination from being accepted. Please note that exceptions can only be made for religious and cultural reasons.
3. Once you start your examination, a timer will become available on screen. Please ensure you check your timer to see when you have 15 minutes left. This will allow you time for revision of your answers. Once the timer runs out, your examination will automatically end. Please be assured that all answers will be saved and submitted.
4. You are permitted to bring **2 blank pieces of paper** into the examination to write notes on. Both sides of the paper should be shown during the pre-examination environment check. **No other paper or physical documentation is permitted in the exam room.** All necessary related exam documentation such as pre-release fact find, case study, formula documents etc. will be available for you via links on the test screen.
5. During the examination, you must remain in your seat. If, for exceptional reasons, you need to leave the room, you must inform the invigilator immediately using the chat box on screen.
6. Eating and/or drinking (except water) during the examination is **not** allowed (except where, on medical grounds, this has been approved in advance by LIBF).
7. Water should be in a clear, see through glass. If you bring a bottle into the room, this must be clear with the label removed.
8. Ensure that any programmable watches are switched off and left outside of the room.
9. **Your mobile phone will be required in the examination room in order to provide the invigilator with a second view of your room. Your mobile camera must be set up to the side of you and at least 3 metres away. Your hands and PC or laptop must be clearly seen in the footage throughout the exam. Also, ensure that your mobile phone is on silent and that all notifications are turned off. You are not permitted to use your mobile phone for anything other than the purpose instructed by the invigilator.**
10. Candidates may use a silent scientific calculator, but it must not be programmable, nor have a wireless-communications capability, nor be capable of storing textual information. It must also not require a mains electricity supply. Calculators with any further functions are **not** allowed in the room with you. A calculator will also be available on screen for you to use during your examination if required.
11. Please note that LIBF does not provide any stationery for the examination. It is your responsibility to bring these items with you to the examination.
12. Dictionaries are **not** allowed.
13. You are **not** allowed to communicate with other people during the examinations. If you try to do so, this will be noted by a reviewer and a report will be submitted to LIBF for further investigation which may lead to your examination result being considered invalid.
14. If you find anything that may be incorrect or an error on the exam documentation on screen, you should contact The London Institute of Banking & Finance as soon as possible following the examination.
15. All work is to be the unaided work of the candidate. Any considered breach of the regulations will be dealt with accordingly.

16. A student found to have prohibited material on their person at any time during an examination (including writing on their body) will have the content of the material recorded for evidence to be submitted to the Malpractice Committee.

Failure to adhere to any of these regulations may result in sanctions being applied, which could include removal of your mark.

### Examination Violations

**The following actions are not permitted during your examination and will be considered as a breach of regulation. Any breach during your examination will be reported to the London Institute of Banking & Finance.**

- Looking at a mobile phone, other than for the setup of the examination
- Looking at any other electronic device other than the device the candidate is using to sit their examination
- Wearing of any earplugs or headphones
- Continuously looking around room
- Continuously looking up or down
- Continuously looking to the left or to the right
- Wearing of any clothing with the ability to hide materials i.e. hooded jumper
- Leaving the room during the examination (except in exceptional circumstances with prior warning given to the invigilator)
- Looking at hands or wrists
- Accessing web pages
- Accessing other applications, such as Word/Excel or their folders/windows explorer
- Other people entering the room
- Talking to anyone outside of the room
- **Using unauthorised, multiple screens or devices**
- Using textbooks or prewritten notes in exam taking environment. **Please note, candidates are allowed up to 2 pages of blank paper to make notes during their exam. No further paper/documentation is permitted in the room.**
- Notes around the room, for example Post-it notes
- Having the room too dark
- Wearing sunglasses or smart glasses (without a need to do so)
- Wearing a smart watch
- Using a dictionary
- Taking unauthorised toilet breaks
- Having the web cam on laptop angled up/face obscured.
- Opening drawers or cupboards within the room
- Eating and/or drinking (except water in clear glass or a transparent bottle with labels removed) during the examination (except where on medical grounds, this has been approved in advance by LIBF)

Please note, the above list is not exhaustive. If your conduct during your examination is considered unacceptable or suspicious, a report will be sent to The London Institute of Banking & Finance detailing the information.

### Special Consideration

Our Special Consideration Policy applies to students who believe they have been disadvantaged during, or before, an assessment because of an injury, illness or other unforeseen temporary circumstance beyond their control that may have adversely affected their performance in one or more assessments. We recognise that, as a result of such circumstances, some students may not be able to demonstrate their true level of ability during an assessment.

In such circumstances, students should firstly read our [Special Consideration policy](#) carefully and then contact our Student and Customer Services Team on +44 (0)1227 818609 or email [customerservices@libf.ac.uk](mailto:customerservices@libf.ac.uk), before submitting an application. This allows us and the student to fully understand the circumstances of the request, agree if special consideration is the appropriate action and advise on the type of supporting evidence required.

### Some important things to note:

- For your claim to be considered, you must have initially notified us of your circumstances within 48 hours of the exam date. Any applications made outside of this timescale **must** include an explanation as to why the delay has occurred.

- If you are aware of an extenuating circumstance which affects your studies before the assessment you **must** inform us immediately. By sitting the assessment, you are declaring yourself as 'fit to sit' and would therefore be ineligible to apply for Special Consideration.
- By submitting an application for special consideration, you are declaring yourself as 'unfit to sit' and are therefore advised not to book or sit an assessment until your application has been considered.
- Please pay particular attention to the guidance within the Special Considerations policy on **acceptable evidence** as we will not be able to validate your claim without it.
- Any applications based on avoidable circumstances such as **holidays, house or job move, or simple lack of preparation will not be considered.**

The Enquiries and Admissions Manager has the discretionary authority to allow a subsequent attempt (re-sit) of an exam if they consider this the appropriate response to the circumstances experienced by the student. This will be authorised on the condition that the subsequent attempt will be made by the student in the next study session available; however, no re-sit fee will be required.

### **Results**

Results will be available online at [www.MyLIBF.com](http://www.MyLIBF.com).

Results will **NOT** be given by telephone, fax or email.

All exam scripts remain the property of LIBF, and are not, under any circumstances, returned to candidates. Personal data recorded by candidates during an examination are exempt from the Data Protection Act. In submitting their work for assessment, the student agrees that LIBF may take all or part of their answer, anonymise it and use it as an exemplar to support students' learning.