Examinations rules

(1) Candidates must comply with the following:

(a) Candidates are not allowed to utilize any other material during the examination. At the end of the examination, all papers, documents, and the response sheet will be returned to the supervisor/examiner.

(b) Candidates who take the theoretical exam on paper will be notified 10 minutes before the end of the exam about the completion of the paper.

(c) **A candidate who attends to fraud an cheat/fraud an exam by any means will be expelled from the exam, including previously passed exams, in accordance to ARA.FCL.300(f).**

(d) Any candidate who uses unapproved materials or electronic devices during the examinations will be rejected from the exam.

(e) All non-essential personal property (such as bags, clothing, mobile phones and other electronic devices) shall be stored at the examiner's/supervisor's direction throughout the theoretical examination.

(f) Given the limited time alloted to each test, temporary absences from the examination room are not authorized. In extremely rare instances, like having a physiological matter that cannot be delayed, a candidate must announce the matter to the examiner and leave the room, resulting into the finishing of the test. If a candidate leaves the examination room temporarily without complying with the aforementioned provisions, the paper will be canceled and the candidate will be dismissed from the test

(g) Any violation of the examination regulations may result in the candidate being disqualified for the discipline in which the violation was occured and prevented from participation in the future examinations, according to ARA.FCL.300(f).

(2) Rules for candidates at theoretical examination sittings:

a) arrive 15 minutes before the start of the scheduled test sitting dressed accordingly;;

b) show the identification documents (CI – identity card / passport / driving license, etc.) to the secretary of the examination committee;

c) store all personal belongings, luggage and clothing in the spaces indicated by the examiner or supervisor;

d) shut off all mobile phones and electronic devices and store them in the spaces indicated by the examiner / supervisor during the examination;

e) do not enter the examination room with documents, dictionaries, manuals, any electronic means of storing information, audio / video recording equipment or any other objects that could be used in the process of examination;

f) do not to cooperate or speak with other candidates during the examination;

g) do not use the PC (personal computer) for other types of operations than the ones allowed by the application (eg: changing the application, copying, saving information from the PC, etc.). The PC is used exclusively for the theoretical examination;

h) do not make any notes on the examination tests that have attached answer forms or on the annexes of the examination tests

i) if a candidate wishes to address the supervisor, the candidate must remain seated and raise his hand;

j) to maintain a behavior required for running the exam under optimal conditions, avoiding any actions that could disturb other candidates;

k) all documents made available by the invigilator during the examination session will be returned to the invigilator at the end of each individual examination;

(3) Complaints regarding the quality of the existing images on the printed or electronic attachments are made no later than promptly following the conclusion of the examination for the current discipline (before leaving the examination room).

(4) Non-compliance with the provisions in point (1) letters c); d); e); f) g) h) will be communicated to the chairman of the examination committee. The candidate will be admitted to a new examination after at least 12 months from the end of the examination sitting from which he was disqualified. In order to be admitted to a new sitting the candidate will pay the entire examination fees.

SELF DECLARATION STATEMENT

I, (First name, Last name) _____, having the adress _____, registered with. _____, issued by _____ on _____, ID_____, phone _____, knowing the provisions of the Criminal Code regarding false declarations, I declare that I have been made aware of the examination rules and the penalties associated with their non-compliance, and I assume that any violation of the provisions of the Examination Regulations will result in penalties and, if applicable, may lead to exclusion from the examination session.

Date
(DD/ MM/ YYYY)

_____

First and Last name
(written in capitals)

_____

Signature

_____