

## **TPhYL Exam Terms & Conditions**

### **You must ...**

- provide valid proof of your identity (passport or ID card) upon registration on the exam day.
- arrive at the venue 30 minutes before the scheduled start of the exam to complete the registration. If you arrive after the exam has started, you will not be permitted to take the exam, and no refunds will be made.
- attend all components of the exam. If you do not attend all components, the exam will be deemed incomplete and you will not receive a TPhYL exam result.
- consent to have any exam related video or audio recording taken of you. If you refuse, you will not be allowed to sit for the exam and no refunds will be made.
- tell the assessors immediately if you think you have been given an incorrect or incomplete exam paper.
- leave all exam materials in the room including rough drafts, teaching aids created, and answer sheets. Anyone who attempts to bring them out of the room will have their exam considered invalid and will not receive any results.
- submit any complaints before you leave the venue on the exam day if you have any issues about the way in which the exam is delivered at the venue or any other reasons. Complaints thereafter will not be accepted.

### **You must not ...**

- engage in any unprofessional and dishonest conduct which may damage the integrity of the TPhYL exam. Such misconducts include, but are not limited to:
  - attempting to cheat in any way, including using notes of any kind from any source.
  - aiding and abetting other candidates to cheat.
  - impersonating another candidate or having another candidate impersonate you.
  - copying the work of another candidate.
  - disrupting the exam in any way.
  - reproducing any part of the exam in any medium.
  - attempting to alter the data on the Exam Report.

Candidates engaging in any unprofessional and dishonest conduct will not be allowed to complete the exam and will not receive a TPhYL result. They will also not receive any refunds.

## **TPhYL Exam Rules & Regulations**

It is always your responsibility to understand and adhere to these Exam Regulations. Failure to follow any of these regulations may result in disqualification from the entire exam.

- You are required to comply with any instructions issued before an exam session. A TPhYL Assessor or Administrator is required to report any cases of irregularity to the board.
- The board is empowered to discontinue the exam of a candidate suspected of misconduct and to exclude them from the exam venue.
- Any and all electronic devices must be turned off at all times in the exam venue.
- If you are found to have any electronic communication device (including a mobile phone) on your desk, or your mobile phone rings or vibrates during the exam, that device may be confiscated by a TPhYL Assessor or Administrator.
- You should leave your personal belongings in the exam venue according to the instructions given to you by the TPhYL Assessor or Administrator. The board will not under any circumstances accept responsibility for loss, theft or damage to articles deposited in the exam venue.
- You must answer in English. You must write your answer legibly in black or blue ink. No use of correction fluid in any form is allowed.
- Before the exam begins, you should complete all the details on the front cover of your exam booklets according to the instructions given to you by the TPhYL Assessor or Administrator. No extra time is allowed for writing this at the end of the exam.
- You must stop writing immediately once the end of the exam is announced. You are not allowed to leave your desk until instructed to do so by the TPhYL Assessor or Administrator.
- You must submit all question booklets, answer papers and any other exam materials to the TPhYL Assessor or Administrator at the end of the exam.
- If you have any complaints regarding the exam venue or arrangements, you should notify the TPhYL Assessor or Administrator in the first instance. The board will take further actions if deemed appropriate.

### **Personal Information**

I understand that:

1. It is necessary for my personal information to be collected and processed in order for me to verify my identity on the exam day and when I come to collect my results. All information collected will be stored securely for the use of exam purposes only.
2. My video and audio recordings will be taken as part of the exam procedures. If there should be any problems with the recordings, I may be asked to retake that part.
3. Group photographs may be taken on the day and be used for marketing purposes.
4. There may be an observer present as part of the exam monitoring process.