

# QMLT EXAMINATIONS

## Instructions for Candidates 2023



### **CANDIDATES ARE TO ADHERE STRICTLY TO THE FOLLOWING RULES**

Any infringement of these rules may entail the penalty of the cancellation of the candidate's examination and/or disqualification for one or more years.

1. Candidates are not permitted to enter the examination room later than 45 minutes after the beginning of the examination.
2. Candidates are not to leave the room until one hour after the commencement of the examination and then only by permission of the supervisor, who shall take in candidates' scripts. Candidates shall not leave the room during the last 15 minutes of the examination.
3. Candidates are permitted to read the examination paper 10 minutes before the examination is due to commence but must not write in their answer books or make notes until the supervisor announces that they may commence writing.
4. Candidates may not bring any book or other written or printed matter or blank paper into the examination room.
5. Rough working is to be done on the examination paper and clearly crossed out.
6. Candidates may not bring pencil-cases or wallets into the examination room. Pens, rulers, calculators, etc., may not be shared. Electronic manager/diary devices with a calculator function are not allowed. Calculators must not be in wallets.
7. Candidates are advised to write legibly. All answers are to be written in pen unless otherwise stated. Any handwriting which the examiner is unable to decipher will not be marked.
8. Dictionaries are not permitted.
9. Electronic translator machines are not permitted.
10. Candidates shall not continue writing an answer or add anything to their answers after the supervisor has announced the expiration of time.

11. Candidates shall not communicate with examiners either in their examination scripts or otherwise except through the Executive Officer of the NZIMLS.
12. All examination manuscripts are moderated. Should there be any appeal, the Board of Examiners will adjudicate, and their decision will be final.
12. Candidates shall not communicate with another in the examination room or copy from another's answers.
13. Any candidate, who, being ill at examination time, wishes to be considered for an impaired performance, must report the facts in writing to the Executive Officer of the NZIMLS at PO Box 505, Rangiora or by email to [sharon@nzimls.org.nz](mailto:sharon@nzimls.org.nz). All/any application for an impaired performance must be accompanied by a medical certificate
14. Candidates must check their name, candidate number and examination on the front page of the examination paper.
15. Candidates are not permitted to smoke in the examination room.
16. Food must not be brought into the examination room, unless by arrangement with the supervisor. You may bring a clear plastic drink bottle that may contain only water. Drink bottles are to be placed on the floor.
17. Caps or hats are not to be worn in the examination room.
18. Cell phones are to be switched off and left at the front of the room. No other form of electronic listening and/or receiving devices are permitted into the examination room. Earplugs are not to be worn in the examination room.
19. Smart watches of any description are not permitted and are not to be worn or taken into the examination room.
20. Watch alarms must be turned off.
21. In the unlikely event that your examination room needs to be evacuated candidates should follow the instructions issued by the supervisor in the room.

Sharon Tozer  
**Executive Officer**  
**NZIMLS**