

QMLT EXAMINATIONS

Instructions for QMLT Examination Supervisors 2023



The following are the regulations and requirements governing the administration of NZIMLS examinations. They contain information for both Supervisors and Candidates about the NZIMLS examinations. The proper compliance with all regulations contained within this document are mandatory.

Examination supervisors may quote information contained in this instruction booklet to candidates should there be a dispute over matters pertaining to the supervision of the examination.

NZIMLS Contact

Any queries regarding administration of these examinations should be directed in the first instance to:

Sharon Tozer, Executive Officer
Phone: 021 229 5454
Email: sharon@nzimls.org.nz

General Information

The NZIMLS requires that all Institute examinations be supervised and that the examination rules be observed. Supervisors are responsible for ensuring that examinations are administered in a way that enables candidates to perform at their best, regardless of time or place.

Examination date – Saturday 8th October 2022 for all QMLT disciplines. The commencement time is 9.40am preceded by 10 minutes reading time.

1. Candidates are allowed into the exam room 20 minutes prior to the examination (i.e. 9.10am). They then have five minutes to settle, five minutes during which time the supervisor will read the instructions and 10 minutes to read the question paper. Writing of the examinations commences at 9.40am.
2. Examinations are three hours in duration unless otherwise stated.
3. No reference material is permitted in either the QMLT examinations.
4. If calculators are required for an examination it will be noted on the front of the examination paper. Otherwise calculators may not be used in an examination.
5. The NZIMLS supplies the question and answer paper for each examination. The NZIMLS does not supply pens and other writing equipment.

Receipt and Checking of Examination Materials

Approximately one week before the examination is scheduled all supervisors will receive a courier envelope containing:

1. An envelope containing the examination question papers. Do not open this until immediately prior to the examination.
2. A list of candidates to sit the exam at that venue.
3. A courier envelope addressed to the appropriate examiner for the return of the scripts and any unused examination materials.

NB: The security of the examination papers is paramount, and they must be stored in a safe place.

Notification of Candidate Non-Attendance

You may receive notification of non-attendance directly from the student. In such a case you should note the amendment to the list of candidates and return it together with the scripts after the examination.

Venue Specifications

The venue should be suitable for testing purposes, with a minimum of noise and other distracting influences. You are required to ensure that the venue meets the following standards:

1. Is quiet and free from distractions to candidates as far as is possible.
2. Has adequate lighting.
3. Has adequate heating and/or ventilation.
4. Has an accurate clock, easily seen by all candidates.
5. Has satisfactory seating and writing surfaces for candidates.
6. Has a satisfactory table and chair for yourself.
7. Has clean and clearly marked toilet facilities.
8. Have reasonable access to a telephone.

Preparation of the Examination Room

1. The supervisor should arrive at the venue in reasonable time before the candidates are allowed into the room to ensure that the room conforms to venue requirements.
2. Desks should be arranged in such a way that candidates will not be able to see each other's work.
3. The supervisor's desk should be positioned so that all candidates can be seen from a seated position.
4. If necessary, you should place signs in a prominent place directing candidates to the examination room.
5. There should be an accurate clock in the examination room, visible to the candidates.
6. A 'Quiet Please. Examination in Progress' sign should be hung near the entrance, on the outside of the room.

Examination Supervisor Responsibilities

Follow the procedures as outlined in this instruction booklet.

1. Refrain from smoking, reading, knitting and/or writing or doing anything which may hinder the efficient supervision of the candidates, or distract their attention.
2. Do not allow any unauthorised person into the examination room whilst an examination is in progress.
3. Keep any essential conversation with a candidate to a minimum.
4. Read the appropriate instructions to candidates at the times specified. (See later under Candidate Examinations Instructions.)
5. In the event of any problem or disturbance occurring during the examination you should refer to the section on Contingencies and Special Instructions of this instruction booklet and act accordingly.

Admission of Candidates to the Examination Room

20 minutes before the examination is due to start - you may hand the examination materials (question paper, answer books) to the candidates as they enter the room and are marked on the roll or after the candidates are seated at their desks. In either case the candidate must not read the paper until reading time is announced.

1. Allow the candidates into the examination room ensuring that talking ceases upon entry.
2. Ensure all personal bags etc. are placed away from candidates' desks, preferably adjacent to you.
3. Candidates must check their ID, name and examination details on the front cover of the examination paper.
4. You should check that candidates have only approved material with them, as specified on the envelope containing the examination question papers.
5. If candidates arrive late refer to "Admission of Late Candidates". You should wait for one hour if no candidate shows.

Recording Attendance

1. You must identify the candidate by viewing one of the following:
 - a. Photographic ID
 - b. Passport
 - c. Driver's Licence - photographic
 - d. Credit Card - photographic
2. Check the candidate's identification and mark them present by placing a tick in the beside the candidate's name on the candidate list.
 - Where a candidate cannot produce the required identification, the candidate must sign and print their date of birth beside their name on the attendance roll and on the front of their examination paper and shall then be allowed to sit the examination.
3. Where a candidate's name is not on the list of candidates sent by the NZIMLS you should:
 - Question the candidate as to why they expected to sit the examination.
 - Allow the student to sit the exam upon positive identification if there are sufficient spare question papers. In this case the candidate's name should be hand-written onto the roll and marked as present.
 - Notify the Executive Officer of the NZIMLS.
 - If there are not sufficient spare question papers to accommodate the student you should telephone the Executive Officer of the NZIMLS to obtain a set of examination questions.

Examination Instructions to Candidates

IT IS MANDATORY FOR INSTRUCTIONS TO BE READ TO ALL CANDIDATES

As the candidates enter the room announce:

1. Smart watches of any description are not permitted and are not be worn or taken into the examination room.
2. If you have a cell phone on you, please turn it off now and place it on the floor alongside your desk.
3. There is to be no communication between candidates in the examination room. You may not share any material or equipment with another candidate.
4. You may check your name, ID and examination are correct on the front page of the examination paper.

Two minutes before the commencement of reading time, announce slowly and clearly:

1. When announced the candidate(s) will have 10 minutes to read the examination paper.
2. No writing is to be done inside the examination papers, or notes made on the paper or spare paper, until permission is given to start the examination.
3. No candidate may leave the room until one hour has elapsed. If you wish to leave after this time, please raise your hand and wait at your desk until your script is collected. You may then leave.
4. Fifteen minutes before finishing time you will be given a "time check". No candidate may leave the room in the last 15 minutes.
5. If you wish to speak to me at any time, please raise your hand.
6. I repeat - there is to be no communication between candidates in the examination room. You may not share any material or equipment with another candidate. If you feel there may be an error in the question paper, please raise your hand and I will attend to you.
7. You may commence reading time now.

(Supervisor's Note: Examination time commences when the reading time has elapsed.)

At the time the examination is about to commence announce:

1. You may commence writing.

Fifteen minutes before finishing time announce:

1. You have 15 minutes left. No candidate may leave the room until finishing time.

At finishing time announce:

1. Writing time is now concluded. Please stop writing now.
2. Check that your name or candidate number has been entered on your answer booklet.
3. All answer books are not to be taken from the examination room.
4. Please stay seated until your script and all others in the room have been collected.

Collection of Scripts

1. A script (question/answer paper) must be handed in by every candidate.
2. Instruct candidates to ensure that their name and examination subject is correct on the cover page.
3. The supervisor should not mark or write on a candidate's script in any way.
4. At the conclusion of the examination the Candidate list should have the following details entered:
 - a. a tick besides every candidate's name that is present at the examination who has handed in a script.
 - b. an 'absent' should be written in the remarks column for every student who was absent from the examination.
5. **Candidates are NOT permitted to take the examination question paper away with them.**

Return of Examination Scripts

1. The scripts should be placed in the exam envelope/s in which the examination question papers were packed, along with the candidate list. This must take place immediately following the completion of the examination before leaving the examination room.
2. If no candidates presented themselves for the examination, you should return the exam envelope containing the question papers and roll to the NZIMLS.
3. Place the examination envelope containing the scripts and roll into the return courier envelope. All spare stationery should be included.
4. The return courier envelope containing all examination material should be despatched by courier to the NZIMLS **the same day of the examination if possible**. The local NZ Post Courier can be phoned to arrange for pickup of the courier envelope or it may be dropped off at the nearest New Zealand Post Agency.

Contingencies and Special Instructions

This section should be referred to in the event of any problem or disturbance occurring during the examination. If any such incident occurs **you are required to record the details** and forward it to the NZIMLS with the script/s.

Admission of Late Candidates

1. Late candidates may enter the examination room up to 45 minutes after the start of the examination. No extra time is to be granted in these cases.
2. For candidates who are more than 45 minutes late for an examination you should contact the NZIMLS.
3. If the candidate arrives after 1 hour from the commencement of the exam or after the completion of the full period of examination time, the student has missed the examination and should contact the NZIMLS as soon as possible.

Handling of Disputes and Complaints

1. Try to deal with the complaint on the spot using this instruction booklet as a reference if necessary or appropriate. Usually with a little goodwill and co-operation from both parties' matters can be resolved.
2. If you cannot resolve a complaint/dispute it should be referred to the NZIMLS Office by phone or email.
 - a. The incident should be documented and sent whether or not a phone call has been made regarding the complaint/dispute.
 - b. Where complaints are received concerning exam conditions, supervision or NZIMLS policy they should be referred directly to:
Sharon Tozer
Executive Officer, NZIMLS
PO Box 505, Rangiora 7440
Email: sharon@nzimls.org.nz Phone: 021 229 5454
 - c. It is important that candidates be made aware that, should they have a reason for complaint, the NZIMLS will act fairly in all situations.
 - d. Under no circumstances are supervisors to tolerate verbal or physical abuse from candidates. If such abuse occurs, the matter is to be referred directly to the NZIMLS.

Interruption to the Examination

1. If a person who is not a candidate, enters the examination room, ask the person to leave, and if necessary, discuss the matter quietly at the door.
2. In the case of an emergency evacuation of the examination room, record the time and ask the candidates to stop work. Collect all the papers and allow the candidates to leave the room. Ensure candidates do not speak to each other during the evacuation procedure or while at the assembly point and that the examination scripts are kept secure throughout.
When it is safe to return to the examination room, candidates must return and resume the examination. From your record of the time of the evacuation, calculate the remaining time for the examination and communicate clearly to the candidates how much time they have left AND the new finish time of the examination.
Document the nature of the evacuation, the “stop, restart and finish” times, confirmation that candidates were not able to communicate with each during the evacuation and any incidents with candidates not following instructions that may jeopardise the validity of the examination results. Forward this to the NZIMLS executive officer.
In the event that candidates cannot return to the examination room and there is no alternative room available for use, contact the NZIMLS Executive Officer immediately for further instructions. If a candidate chooses not to return to the examination room after an emergency evacuation, follow the instructions in this instruction booklet under the heading “Candidate Leaves Examination Room” for that candidate.
3. If a candidate suddenly takes ill or other circumstances impair performance during an examination, you should take an appropriate course of action and document as an incident report, to be forwarded with the script.

Candidate Refusal to Hand in Examination Material

If a candidate refuses to hand in all examination material as requested by you, either during or at the completion of the examination, the candidate is to be informed that if the examination script leaves the room then it will not be submitted for grading and a report will be sent to the NZIMLS.

Use of Electronic Calculators

1. You are responsible for ensuring that electronic calculators if required for the examination are:
 - a. Noiseless
 - b. Hand held - large machines are not permitted.
 - c. Completely self-contained - no access to external power supplies is permitted.
 - d. **Non-print-out.**
2. Calculators that do not comply with the specifications shall be surrendered to the supervisor and returned to the candidate at the conclusion of the examination.
3. Calculator instruction booklets or related user information leaflets shall not be taken into the examination room. If they are found in the possession of a candidate, they are to be held by you and returned to the candidate at the completion of the examination.
4. Palm Pilots and/or electronic organisers with a calculator function are not acceptable as calculators for examination purposes.

Use of Notes and/or Reference Material

1. In ‘Closed Book’ examinations, no reference material is permitted. All examinations are ‘Closed Book’ unless otherwise stated.
2. If a candidate attempts to hide, or is found using, unauthorised reference material, collect any evidence wherever possible, and tie it in to the partly completed script book. It is important that wherever possible the offending material accompanies the script. Notes have been known to be written on scrap paper, reference material, palms of hands, forearms and legs. Issue a new answer book so the candidate can continue with the examination. Document the incident and forward all of the above together to the NZIMLS in the usual manner.

Misprinted or Incomplete Examination Paper

1. If a misprinted examination paper is discovered, replace the paper (if a replacement paper is available) with a new one.
2. If the misprint is minor (one or two words) the candidate can be told the correct wording and write it in. Proceed with the session and allow the candidate reasonable extra time for the distraction. Complete an incident report and forward it with the script.
3. If the supervisor is unable to contact the NZIMLS Executive Officer or resolve the obvious error, the candidate should be advised to explain in the answer booklet their interpretation of the question and answer it accordingly.
4. Wrong Examination Paper - if a candidate commences or attempts the wrong examination paper, issue the correct examination paper if possible, then proceed with the session and allow the candidate reasonable extra time for the distraction. Document the incident and forward it with the script.
5. If there is no examination paper for the candidate at your venue, contact the Executive Officer of the NZIMLS as soon as possible. In most cases a paper **can**, be emailed to the supervisor. Otherwise a paper may be couriered, and in both cases, allow extra time to compensate for the disturbance. Whether or not a phone call is made, documentation of the incident by the supervisor is required.

Explaining to Candidates the Meanings of Words

1. If a candidate does not understand a question or considers it ambiguous, no discussion is to be entered into. Contact the Executive Officer of the NZIMLS for clarification.
2. If no phone is available, the candidate is to be told to note their interpretation on their exam script and answer the question as best they can. No assistance is to be given to candidates.

Poor Conditions During an Examination

1. If conditions in the examination room deteriorate during an examination, for example, the air-conditioning fails and the temperature becomes extreme, or if noise develops near the examination room, an attempt should be made to rectify the situation.
2. Candidates may be given appropriate extra time to compensate for the conditions.
3. Details of the incident are to be documented and forwarded with the completed script to the NZIMLS.

Failure of the Clock

1. If the clock fails, the examination should be stopped at the calculated finish time with reference to your wristwatch.
2. Details of the incident are to be documented and forwarded with the completed script to the NZIMLS.

Suspected Impersonation or Cheating

In all cases of suspected impersonation, you should ask the candidate to write their date of birth and signature on the front cover of the answer book. Document the incident and return it with the completed script.

Cheating

1. During an examination, candidates are not permitted to attempt to acquire information that will be of assistance to them in answering questions. Such attempts may include:
 - a. openly viewing another candidate's script.
 - b. talking or whispering.
 - c. signalling to each other.

- d. notes on pieces of paper or in pencil cases.
- e. notes written on various parts of the body.
- f. programmes inserted into calculators.
- g. text messages or information stored on electronic diaries/Palm Pilots.
- h. notes slipped from one candidate to another.
- i. notes left in toilets.
- j. bags containing notes or books left open near the desk.

In all cases you should be alert during examinations to ensure that cheating is not taking place.

2. If a candidate is caught cheating you should collect any evidence and forward these together with the candidate's script.

One Candidate Looks at Another Candidate's Paper

1. If such an occurrence is observed, candidates should be advised to look only at their own papers, and warned that scripts may not be marked if there is any evidence of copying answers from another candidate's script.
2. If it is suspected that a candidate has copied from another candidate, make a note of the candidate's paper and the one they are alleged to have copied from, and forward details to the NZIMLS Executive Officer.

Candidate Leaves Examination Room

1. Candidates are not permitted to leave the examination room in the first hour and in the last fifteen minutes of the examination.
2. Candidates may visit the toilet (one at a time) during an examination. Use your discretion, and question visits if repeated or prolonged visits occur. The toilet facilities, including cisterns should be checked periodically for student notes.
3. Where a candidate leaves the room the candidate's examination paper is to be turned face down on the candidate's desk and recovered when the candidate returns.
3. Should a candidate elect to leave the examination room and not return, all examination material is to be collected immediately and as far as that candidate is concerned the examination is declared finished. A record of the candidate's name, the time they left the examination and the reason given for leaving should be noted.
4. If the candidate leaves the examination due to ill health the candidate should be advised to visit a doctor as soon as possible if they wish to apply for an impaired performance consideration.

Dealing with Bad Behaviour and Failure to Follow Instructions

Making a Noise or Being Distracting

1. If a candidate causes a disturbance, e.g. shuffling, talking aloud, talking to another candidate etc, warn the candidate that if the disturbance persists, they will be asked to leave the room.
2. If the person continues to cause a disturbance, ask the candidate to leave the room.
3. The matter should be recorded and forwarded with the script.

Refusal to Follow Instructions

1. The supervisor should never touch the candidate at any time.
2. Warn the candidate that if they do not follow your instructions, they run the risk that their paper will not be marked.
3. Complete an incident report and forward it with the script.

Eating, Drinking or Smoking in the Examination Room

1. Except in cases where food has been permitted, candidates should be asked not to eat or smoke during the examination. They may bring water in a clear plastic drink bottle.
2. You are not to eat or smoke in the examination room.

Special Examination Arrangements

1. If a candidate requires special arrangements for an examination you will be informed by the NZIMLS prior to the examination date. No special arrangements are permitted unless the NZIMLS gives specific permission.
2. For those candidates granted separate supervision the supervisor must not be a family member or close friend of the candidate. A separate supervisor must supervise a candidate who has been granted a reader/writer.
3. 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. All/any application for an impaired performance must be accompanied by a medical certificate

NZIMLS CANDIDATE EXAMINATION RULES 2022

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 fifteen 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 on their papers 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. 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. 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 prior 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.