



Rules for Examination Candidates

Candidates should ensure that they read and are thoroughly familiar with the following regulations **BEFORE** presenting themselves for online examination.

1. Arrival

It is good practice for candidates to be seated in front of their computer at least 5 minutes before the scheduled start of the online examination. This will allow time to log in to the system.

2. Temporary Absence

No candidate may leave the system during the online examination period. Re-access will not be permitted.

If the examination is unavoidably interrupted, candidates should contact ISVPS (01793 208124 or english@isvps.org) to request to take the examination again. The invigilator of the interrupted examination will also be required to support such a request.

3. Invigilation

Each candidate should be invigilated by a Member of the Royal College of Veterinary Surgeons (MRCVS) – this can be a Doctor of Veterinary Medicine (DVM) for overseas students – or a Registered Veterinary Nurse (RVN), who will conduct the examination in accordance with ISVPS rules and regulations. Candidates may also be invigilated by doctors or lawyers.

4. Advice

No form of advice or guidance may be sought from the invigilator, notes, books or any other source of information, including electronic methods, on the meaning or interpretation of any part of the content of the online examination paper.

5. Use of Dictionaries, etc.

A standard English language dictionary is permitted.

When a candidate's first language is not English, then a standard language dictionary is permitted, i.e. French to English/English to French.

6. Use of Notes, Books, etc.

No reference books, notes, or any other papers may be taken into the examination.

7. Breach of Rules and Misconduct During the Examination

Any breach of the rules contained in this document ('Rules for Examination Candidates') will be penalised by ISVPS and may result in disciplinary action being taken against the candidate. The following offences in particular are likely to result in disciplinary action being taken against the candidate by ISVPS or the revocation of the relevant status with APHA or RCVS:

- Being in possession of any materials, equipment, notes, books or other papers at any time during the examination session.
- Contacting, communicating with, talking to, or copying from the invigilator or any one else.
- Receiving help from the invigilator or anyone else, including another candidate.
- Helping another candidate.
- Consulting any materials or persons outside the examination.
- Attempting to make contact with or influence the invigilator in any way.
- Writing down, copying, or replicating questions from the examination in any other way that makes it possible to disseminate them.

Note: Disciplinary action may include prevention from sitting or resitting any category of ISVPS examination.

8. **Results**

Students will receive their result immediately after completing the online examination – results are a pass/fail only and are **final**.

9. **Issue of Certificates**

A personalised certificate can be downloaded in a PDF format after the online examination has been passed.

10. **Extenuating Circumstances**

Students with any extenuating circumstances (e.g. illness, personal difficulties, difficulties during the examination) must contact ISVPS by email (english@isvps.org), attaching supporting evidence (e.g. a doctor's certificate), within 2 weeks of the date of the online examination taking place.

Any correspondence received after the 2 weeks will not be considered.

Discussion on extenuating circumstances will not be entered into over the telephone – all correspondence must be conducted via email.

Correspondence regarding extenuating circumstances will only be entered into directly with individual students and not with tutors, colleagues, family or as groups.

11. **Support Needs**

ISVPS are committed to providing equal opportunities for all candidates.

Each Support Needs application will be assessed on an individual basis and medical evidence will need to be submitted to ISVPS with a request outlining the Support Needs requirements. All requests for Support Needs applications must be made via email (english@isvps.org) prior to the examination session.

12. **Appeals**

Grounds for Appeal

A candidate may appeal their awarded result for an online examination only on the following grounds:

- When there has been an administrative error.
- When the examination was not conducted in accordance with the regulations of the organisation.

Candidates will be required to provide supporting evidence.

Procedure for Lodging an Appeal

Appeals must:

- be made via email (english@isvps.org) to the ISVPS Examination Secretary,
- arrive within 30 days of being informed of the adverse result,
- outline the grounds for appeal in detail.

Appeals received after 30 days will not be considered.

Appeals will be conducted by the ISVPS Examination Committee Chairman. Appeals will be restricted to a review of examination procedures. Outcomes of appeals will be decided and candidates will be notified within 30 days of the appeal being lodged.