



## **GENERAL RULES AND REGULATIONS FOR COMPUTER PROFESSIONAL CERTIFICATE EXAMINATION**

The Computer Professional Examination is designed to nurture the potentials of our youths in Information Technology in order to imbue them with the knowledge, skills and capabilities to contribute to the development of the profession and the nation in general. Also, their successful completion of the examination will make them to be well-trained and strategically positioned for global competitiveness in Information Technology.

The following rules on conduct apply to candidates that are sitting for the Computer Professional Certificate examination:

1. Candidates are required to adhere at all times to the examination regulations and guidelines below.
2. Candidates are required to comply in all respects with any instructions issued by the exam supervisor/s, invigilator/s and any personnel involved in the conduct of the examination before and during an exam.
3. Candidates should not attempt to deceive the exam supervisor/s, invigilator/s and any personnel involved in the conduct of the examination by giving false or misleading information.

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4. Candidates are not allowed to take to the exam desk any books, notes or other materials (except those outlined in the guidelines below). These are known as 'unauthorized materials'.
5. Candidates are not allowed to possess, use, or intend/attempt to use, any unauthorized materials while the exam is in progress (whether at his/her desk or otherwise).
6. Candidates are not permitted to use a dictionary or an electronic translator of any kind or have on or at your desk a calculator which can store or display text. They are also not permitted to use mobile phones, electronic communication devices, camera, or any item with smart technology functionality and/or capable of taking photographic images in the examination hall. These are known as "unauthorized items" and are taken into the examination hall at the candidates own risk. CPN will not accept responsibility for their loss or damage. Such items must not be worn, or be placed on the desk, in pockets of clothing, in a bag or personal belongings, or be kept anywhere else on or about your person.
7. If a candidate brings a mobile phone, electronic communication device, or camera, or any item with smart technology functionality and/or capable of taking photographic images with him/her to the examination, it must be declared to the examination personnel upon entering the examination hall. Candidates must switch off the phone, or electronic communication device or camera off and disable any alarms or notifications.
8. Candidates are not allowed to attend the exam with a weapon. Anybody found to have a weapon in his/her possession will be excluded from the exam without any reimbursement.
9. Candidates should not assist or, attempt to assist any other person before, during and/or after the exams or obtain or attempt to obtain assistance by improper means from any other person before or during the exams.
10. Candidates are required to comply with the ruling of supervisor/s, invigilator/s and any CPN personnel. They are obliged to report any cases of irregularity or improper conduct to CPN. They are also empowered to discontinue your exam if you are suspected of misconduct and to exclude you from the exam room

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11. Candidates are not permitted to remove either your candidate answer booklet(s) or your question paper from the exam room. All candidate answer booklets remain the property of CPN.

12. Candidates must not talk to, or attempt to communicate with, other candidates during the exam under any circumstances

In order to be eligible to register for the examination, prospective candidates must tick the “Agree” box provided below.