

# **Harper Adams University College & AMTRA: Rules and Regulations for AMTRA Examinations**

**All candidates are strongly advised to read these rules before sitting any AMTRA examinations**

**Candidates should note that examination results must be agreed by the joint examination board (Special Subjects Assessment Board), which meets around 11 times a year, before they can be released. This means that it is likely to be between 6 and 8 weeks before you will be notified of your results.**

1. Candidates will only be permitted entry to the examination room if they have enrolled with AMTRA as necessary and applied for the examination(s).
2. Candidates should arrive at least 30 minutes prior to the stated examination start time, sign in at the designated reception and wait for further and final instructions from a member of Harper Adams University College (HAUC) staff/invigilator.
3. Candidates are reminded that they should make use of toilet facilities and refreshments prior to entering the exam room. If candidates need the toilet during the examination they will be accompanied by a member of HAUC staff/invigilator.
4. Candidates should not enter the examination room until indicated by a member of HAUC staff/invigilator.
5. Whilst in the examination room, before, during or after the examination, candidates should not talk or communicate in any way or attempt to read the work of another candidate. All work must be carried out alone.
6. Cheating or collusion will result in the candidate's paper being made void and the candidate being asked to leave the room
7. Candidates are required to remain in the examination room for the first fifty minutes and the last fifteen minutes for each examination session as instructed. The invigilator will announce that there are fifteen minutes left and candidates who have finished may leave the room prior to this announcement. Should candidates finish after this time, they should remain quietly seated until the invigilator terminates the examination.
8. Mobile telephones and other notes, including candidates' copies of NOAH compendia, are not to be taken into the examination room. All bags, coats and personal belongings should be left at the front or rear of the room, as directed by the invigilator.
9. If candidates arrive late they may enter the exam room up to fifty minutes after the published start-time of the exam, however they will not be allowed extra time beyond the normal time of completion for the examination.

10. Candidates may not bring food into the examination room, but may bring a clear bottle of water with the label removed.
11. Candidates should clearly write their desk number and student ID number on the front of the examination paper and answer booklet and on any additional sheets of paper used.
12. Candidates should be aware that multiple choice questions on the following module examination papers, will be negatively marked:

AC026 AMTRA Merchants' SQP: Conversion  
AC027 AMTRA Saddlers' SQP: Conversion  
AC029 AMTRA Veterinary Nurse: Companion Animal  
AC030 AMTRA SQP: Base module

The correct answer will be awarded full marks (shown on the exam paper). An incorrect answer will be awarded -1 mark, but if no answer is made zero marks will be awarded. Therefore it is best not to guess at the answers.

13. It is a professional requirement in order to join any AMTRA SQP register for the first time, that candidates participating in the new SQP examinations must attend a 15 minute viva (oral) examination with an AMTRA Assessor. The timetable will be issued by HAUC and the vivas will start shortly after the written examinations have been completed, continuing for the remainder of the day. Candidates should make adequate provision for lunch, beverages and travelling.
14. Candidates should be aware that if they include within their answer a statement which indicates an illegal procedure and which is considered as inappropriate for the SQP category in question, they will only be awarded a maximum of 39% (the pass mark being 40%) for that question.
15. The pass mark for each AMTRA SQP module is 40%
16. Results will be posted to candidates by HAUC, normally within six weeks of the examination date(s). However, this is subject to change and candidates will be instructed as to any amendment to this on the exam day.
17. Candidates with requirements for additional support in examinations should contact HAUC as early as possible prior to the examination day, for further information.
18. Candidates should advise HAUC using the STUDENT REGISTRATION FORM of any conditions (medical) that they think may assist us to prepare examination facilities on their intended examination date.
19. Candidates who fail to turn up for examination on their stated date may be liable to pay a cancellation fee to AMTRA.