

# Harper Adams University and AMTRA: Rules and Regulations for AMTRA Examinations

As an AMTRA examination candidate, you will be expected to have read these instructions prior to entry, to adhere to the above rules and regulations and understand your responsibilities whilst in the examination. Any deviation from the rules is subject to jurisdiction of the Harper Adams University Academic Misconduct Panel. Do not attempt to debate the rules and regulations with the Invigilator.

Candidates should note that examination results must be agreed by the joint examination board (Special Subject Assessment Board-SSAB) before they can be released. The SSAB meets monthly; therefore you will be notified of your results up to 8 weeks after your exams. Results will only be posted to your home or nominated address.

1. Candidates will only be permitted entry to the examination room if they have enrolled with AMTRA as necessary and applied for the examination. Only registered candidates, and Harper Adams University (HAU) approved invigilators shall be allowed inside the examination room, before, during and after the examination.
2. Candidates should arrive at least 30 minutes prior to the stated examination start time, gather outside the examination room with their photographic ID and wait for further and final instructions from the HAU invigilator.
3. Candidates should bring the required form of photographic ID to both the written **and** viva examinations, as per the attached information. If no suitable form of photographic ID is forthcoming HAU reserve the right to withhold candidate's results.
4. Candidates should not enter the examination room until indicated by the HAU invigilator.
5. **Do not bring personal belongings into the examination room.** This includes bags, handbags, course notes or your personal copy of the NOAH compendium. You will not be allowed to bring personal belongings into the examination. All you need to bring is your pen / pencil case and a drink. This rule is not negotiable and the invigilator will refuse entry of all personal items. Candidates may **not** bring food into the examination room, but may bring in a clear bottle of water with the label removed.
6. Mobile telephones or electronic devices **MUST NOT** be brought into the examination room. If candidates are found to be in possession of a mobile telephone/electronic device, they will be instructed to immediately leave the examination room. Policy of the Academic Misconduct Panel states that in this situation, the candidate will be deemed to have failed the paper they are sitting and shall NOT ever be afforded the opportunity of a re-sit.
7. Candidates are reminded that they should make use of toilet facilities and refreshments before entering the exam room. If candidates need the toilet during the examination they will be accompanied by an invigilator.
8. Whilst in the examination room, before, during or after the examination, candidates should not talk, communicate or make any contact in any way or attempt to read the work of another candidate. All work must be carried out alone.
9. Cheating or collusion will result in the candidate's paper being made void and the candidate being asked to leave the room.

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10. 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.
11. 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. It is your responsibility to be on time for the examinations. If you think you are going to be very late it will be best to withdraw from the exam and re-book. Contact AMTRA in the first instance.
12. 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. The Harper Adams University student ID number will be available on each candidate's exam desk.
13. Candidates should be aware that multiple choice questions on the following module examination papers, will be negatively marked:

AC029 AMTRA Veterinary Nurse Top-Up  
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.

14. It is a professional requirement in order to join any AMTRA SQP register for the first time, that candidates participating in the new SQP and Veterinary Nurse Top-up examinations must attend a 15 minute viva (oral) examination with an AMTRA Assessor. The timetable will be issued by Harper Adams University and the viva will start shortly after the written examinations have been completed, continuing for the remainder of the day. Candidates should make adequate provision to attend this part of the examination.
15. 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.
16. The pass mark for each written AMTRA SQP module is 40%
17. Candidates with requirements for additional educational support in examinations should contact HAU as early as possible prior to the examination day. Assistance will only be given to candidates who produce proof of requirement, ie for dyslexia full documentation from an educational psychologist is acceptable. This must be received two weeks before the examination, otherwise assistance may not be available.
18. Candidates should advise HAU of any medical conditions 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 without an adequate reason will be liable to pay a cancellation fee to AMTRA. If you are unable to attend please let us know in advance. If you are unable to attend on the day, contact AMTRA in the first instance, tel 01359 245801.
20. If a fire alarm should go off, obey all the instructions given by the invigilator. You should not talk to other candidates as you are leaving the room as this will compromise the exam. Additional time will be added on to make up for any interruption.