

BSB Requirements and Instructions for the assessment of Professional Ethics during pupillage/work-based learning

1. This document sets out the general requirements and instructions in relation to the Professional Ethics examination which is a mandatory part of successfully completing the pupillage/worked based learning stage of qualification to practise as a barrister as provided for in rQ4-5 of Part 4 of the BSB Handbook.
2. The requirements and instructions in this document, and the associated “Examinations Misconduct Policy and Procedure”, form a part of the overall framework for satisfying the BSB that you have successfully completed pupillage.
3. The document is divided into four sections:
 - **Section 1:** The requirements applicable to all candidates regardless of the means by which the examination is taken (online or at a test centre);
 - **Section 2:** The instructions and any additional requirements to Section 1 for taking the examination via the Surpass online proctoring;
 - **Section 3:** The instructions and any additional requirements to Section 1 for taking the examination at a Surpass test centre; and
 - **Section 4:** Action in relation to Examination Misconduct (i.e. a violation of the requirements of Sections 1-3) which could give an unfair or undue advantage to a candidate in relation to the examination.
4. There is some overlap between the sections. This is intentional and designed to ensure that all candidates are clear about the expectations placed on them. All candidates must be familiar with Sections 1 and 4 and, depending on the means by which the candidate takes the examination, must also be familiar with either Section 2 or 3.

Section 1 – Requirements and instructions for all candidates

1. Fundamental requirements

1.1 It is vital that the integrity of the exam is maintained at all times. Candidates must not at any time before, during or after an exam engage in conduct which could give an unfair and/or undue advantage to themselves or others or which could otherwise undermine the integrity of the examination (see Section 4 below), this includes any form of cheating or plagiarism. The following paragraphs therefore set out the fundamental requirements of you in relation to the Professional Ethics Exam which is one of the requirements for the overall successful completion of pupillage to the satisfaction of the BSB.

1.2 You must not:

Before the exam

- (1) Attempt to obtain, or obtain, an examination paper in advance of the date and time of the examination;
- (2) Provide false information and/or make a fraudulent claim before the exam, including at registration or booking, or falsely claim a disability in an application for adjustments;
- (3) Arrange for somebody else to sit an exam for you or arrange for yourself to sit an exam on behalf of somebody else;

During an exam

- (4) Do any of the following things which may give rise to concerns about potentially suspicious activity:
 - a. Look at a mobile phone/tablet;
 - b. Leave the room for longer than 5 minutes (unless agreed adjustments are in place);
 - c. Access web pages other than the online version of the BSB Handbook;
 - d. Access other applications, such as Word/Excel or folders/web browser;
 - e. Wear sunglasses or smart glasses (unless agreed adjustments are in place); or

- f. Wear a watch of any kind (the time remaining will be displayed on screen).
- (5) Use recording or transmitting equipment to capture content from an examination without permission, such as taking screenshots or photographs of examination content;
- (6) Communicate with anyone inside or outside of the room, other than the invigilator or proctor;
- (7) Engage in behaviour which causes disruption or affects the proper running of any part of the examination;
- (8) Take any materials or aids which are not expressly permitted and/or which do not form part of an agreed adjustment or exceptional arrangement into the examination;
- (9) Copy another candidate's answer either in whole or in part;
- (10) Remove examination materials (question papers, answer booklets, notes made during the examination) from any exam room;
- (11) Fail to destroy any note paper or other materials when required by the invigilator or proctor at the end of an exam;
- (12) Sit an examination on behalf of another person, or allow another person to sit an examination on your behalf;

After the exam

- (13) Provide and/or disseminate information about any element of the exam content with a view to assisting current or prospective candidates;
- (14) Provide false information and/or make a fraudulent claim under the Extenuating Circumstances Policy, or the Request for Review Policy;
- (15) Attempt to influence or corrupt results processing;

At any time

- (16) Collude with another candidate to gain a mutual advantage in any way;
- (17) Engage in any other conduct which could give an unfair and/or undue advantage to yourself or others or which could otherwise undermine the integrity of the examination. This includes any form of cheating or plagiarism.

2. General instructions for the examination

Requirements for provision of Identification Documents

- 2.1 Before taking the Professional Ethics examination candidates must present one of the following identity documents (ID):
- (1) Passport.
 - (2) Driver's Licence. (Provisional or full licence, provided it is a photocard and not a paper licence.)
 - (3) Other government issued photographic ID. (e.g. national identification card or biometric residence permit.)
- 2.2 Your ID must be both the original document and unexpired (i.e. still valid).
- 2.3 No other forms of identification are acceptable. If you have any concerns about being able to do this, contact the [Examinations Team](#) as soon as possible.
- 2.4 Further information on how to present these documents prior to the exam is set out in Sections 2 and 3.

Permitted items

- 2.5 The only written material you are entitled to have access to during the examination is online access to the BSB Handbook.
- 2.6 You are **not** allowed to bring a dictionary or any other non-permitted material into the examination.
- 2.7 If you need access to a printed copy of the BSB Handbook as part of a documented adjustment, you must contact the Examinations Team as soon as possible to enable the BSB to set up special permission for you to have access to a printed copy. The printed Handbook will be checked by the invigilator/proctor prior to the examination.

Illness

- 2.8 If you have to leave the examination owing to illness, you should submit an application, together with supporting documentation, to request extenuating circumstances as soon as possible, and not more than seven days, after the examination.

Section 2 – Specific instructions and requirements for the Surpass online proctored examination

1. Examination check in

- a. Check in for the online proctored examination opens 10 minutes before the start time of the examination.
- b. You can check in for the examination up to 45 minutes after the start time and you will still be given the full time to complete your examination. This is to allow for technical issues.
- c. Check in for the examination closes 45 minutes after the start time. After this time you will not be allowed entry to the examination.

2. ID Checks

- a. You will be asked to hold your ID up to the camera for the proctor to check against your registration details.
- b. The proctor will need to see that you are not wearing any earpieces (other than pre-approved medical devices) and that your face matches your ID photo.

3. Personal items

- a. There should be no personal items on your desk unless you have agreed adjustment(s) in place. If you have agreed adjustments in place, the item(s) allowed will need to be checked by the proctor.
- b. You are allowed two blank sheets of rough paper and a pen or pencil. The blank sheets must be shown to the proctor at the start of the exam and then again at the end.

4. Food and drink

- a. You are only permitted to have a drink in a clear, unlabelled plastic bottle on your desk during the examination.
- b. You may have small snacks on your desk.
- c. If you have specific food and drink requirements that are part of a documented adjustment, please contact the Examinations Team by the deadline quoted on the adjustment application form.

5. Breaks

You are allowed to go for toilet breaks during the examination. The examination will not be paused whilst your toilet break is taken. If you have adjustments which allow additional time for breaks, this will be accounted for.

6. Illness

If you fall ill during your examination, you should inform the proctor that you can no longer continue with the examination and then shut down the platform.

7. Specific requirements applicable only to online proctored exams

The following requirements are only applicable to online proctored examinations.

You must not:

- a. Allow other people to enter the room;
- b. Place pre-prepared notes around the room;
- c. Position your web cam so that it is not pointed at your face / allow your face to be obscured, or allow repeated or excessive loss or obstruction of sound/video from your computer/web cam;
- d. Use multiple screens, other than the one you are taking the exam on and your second device being used for online proctoring;
- e. Continuously look around the room (up, down, to the left or to the right) or excessively look at hands or wrists outside of any normal movements consistent with typing on a computer;
- f. Make or allow to be made persistent loud noise which prevents the proctor from identifying other noises within the room (normal background sounds of a street outside will not trigger this);
- g. Sit in a room that is too dark for you to be visible to the proctor on screen;
- h. Wear any earplugs or headphones.

Section 3 – Specific instructions and requirements for the Surpass test centre examination

1. Examination check in

- a. Test centres open 1 hour before the start time of the examination.
- b. The latest time you can arrive is 30 minutes before the start time of the examination. This is to allow time for security checks and other preparations to be completed before the examination starts.
- c. If you arrive up to 30 minutes after the examination start time, you can still enter the examination room, but the examination time missed by being late will not be added to the finish time of your examination.
- d. If you arrive more than 30 minutes late you will not be allowed entry to the examination.

2. ID checks

- a. The invigilator will check your candidate ID upon your arrival at the test centre.
- b. The proctor will need to see that you are not wearing any earpieces (other than approved medical devices) and that your face matches your ID photo.

3. Personal items

- a. Please try to avoid bringing personal items to the examination. Invigilators at the test centre will indicate where you can leave any personal items you do bring.
- b. At the start of the examination, invigilators will provide two sheets of rough paper and a pen/pencil on each desk. At the end of the examination all candidates must surrender the two sheets of rough paper to the invigilators before exiting the examination room.
- c. You can bring comfort aids, medicine, and medical devices to the test centre without pre-approval (please see the Adjustments [and Exceptional Arrangements] Policy for further details). These items will be checked by the invigilators prior to entry into the examination room.
- d. You can bring any item(s) as agreed in your approved adjustment or other arrangements. These items will be checked by the invigilators prior to entry into the examination.

4. Food and drink

- a. You may bring a still drink in a clear, unlabelled plastic bottle into the test centre with you. The bottle should have a closable top and be without writing or logos.
- b. You may bring small snacks into the test centre with you. Your snacks should not have a strong smell or make a noise when being opened / eaten. Your snack should be unopened and will be checked by the invigilators prior to entry into the examination.
- c. If you have specific food and drink requirements that are part of a documented approved adjustment, please contact the Examinations Team as soon as possible to enable us to set up special permission for you.

5. Breaks

You will be allowed to go for toilet breaks during the examination. An invigilator will escort you to the toilet. The examination will not be paused whilst your toilet break is taken. If you have adjustments which allow additional time for breaks, this will be accounted for.

6. Illness

If you fall ill during your examination, you should inform the invigilator who will pause the examination and then guide you out of the examination room to check you are OK. You can return to your examination if you feel well enough. If you feel you can no longer continue, your examination will be shut down.

Section 4 – Examination misconduct

1. Any violation of the requirement and instructions set out in Sections 1 - 3 may be treated as examination misconduct which could lead to the examination result being treated as void without the ability to resit the examination. This will mean that you will no longer be able to qualify as a practising barrister and also that action may be taken under the BSB Handbook, which could result in you being disbarred.

2. The definition of “examination misconduct” is:

any activity in contravention of the Exam Requirements carried out by a candidate which could have given an unfair and/or undue advantage to themselves in relation to the Professional Ethics exam regardless of whether such an advantage was attained.

3. Whether or not a reported violation amounts to examinations misconduct will be decided in accordance with the [Examination Misconduct Policy and Procedure](#).
4. Suspected violation(s) of any of the requirements and instructions set out in this document may be brought to the BSB’s attention by a variety of means including, but not limited to, proctors, invigilators, test centre staff and/or other students. The source of the information is irrelevant in determining whether action under the Misconduct Policy and Procedure may be taken.
5. Where a suspected violation of the requirements and/or instructions in this document is observed by proctors, invigilators and/or test centre staff, those observing it will not intervene at the time and candidates will be allowed in all circumstances to continue to sit the examination. The invigilator/proctor may only intervene during the examination to tell the candidate to stop doing something that is prohibited under these requirements. A suspected violation will be recorded and reported after the examination and a decision taken under the Examination Misconduct Policy and Procedure as to whether any action should be taken.
6. If a report of alleged examination misconduct is considered under the Examination Misconduct Policy and Procedure to warrant an investigation for potential examination misconduct, you will not be informed of the result of the examination until the examination misconduct procedure is concluded, which includes any appeal against a decision that examination misconduct has occurred.