

BSB Examination Rules

Key

Text inside a blue box relates to Surpass online proctored examinations

Text inside an orange box relates to test centre examinations

Text not inside a box relates to both Surpass online proctored and test centre examinations.

(1) Examination check in

Check in for your Surpass online proctored examination

- 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.

Check in for your Surpass test centre examination

- 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) Identification Documents

Before taking the Professional Ethics examination, either at a test centre or via online proctoring, candidates must present one of the following identity document (ID):

- i. Passport.
- ii. Driver's Licence. (Provisional or full licence, provided it is a photocard and not a paper licence.)
- iii. Other government issued photographic ID. (eg national identification card or biometric residence permit.)

Your ID must be both the original document and unexpired (ie still valid).

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.

ID checks for your Surpass online proctored examination

- 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 ear pieces (other than pre-approved medical devices) and that your face matches your ID photo.

ID checks for your Surpass test centre examination

- 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 ear pieces (other than approved medical devices) and that your face matches your ID photo.

(3) Personal items

Personal items for your Surpass online proctored examination

- 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.
- c. You are **not** allowed to bring a dictionary or any other non-permitted material into the examination.

Personal items for your Surpass test centre examination

- 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.
- e. You are **not** allowed to bring a dictionary or any other non-permitted material into the examination.

(4) Food and drink

Food and drink for your Surpass online proctored examination

- a. You may 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.

Food and drink for your Surpass test centre examination

- 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) Permitted items

Permitted items at a test centre or via online proctoring.

- a. You will have online access to the BSB Handbook during the examination.
- b. If you need access to a printed copy of the BSB Handbook as part of a documented adjustment, please contact the Examinations Team as soon as possible to enable us to set up special permission for you. The printed Handbook will be checked by the proctor prior to the examination.

(6) Breaks

Breaks during your Surpass online proctored examination

- a. You will be 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.

Breaks during your Surpass test centre examination

- a. 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.

(7) Illness

If you have to leave your 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.

Illness during your Surpass online proctored examination

- a. 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.

Illness during your Surpass test centre examination

- a. 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.

(8) Examination misconduct

Any of the following will result in an examination violation:

- (1) Looking at mobile phone/tablet;
- (2) Continuously looking around the room (up, down, to the left or to the right) or excessively looking at hands or wrists outside of any normal movements consistent with typing on a computer;
- (3) Leaving the room for longer than 5 minutes (unless agreed adjustments are in place);
- (4) Accessing web pages;
- (5) Accessing other applications, such as Word/Excel or folders/web browser;
- (6) Taking screenshots or photographs of examination content;
- (7) Talking to anyone inside or outside of the room or 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);
- (8) Text books or notes in examination taking environment (unless agreed adjustments are in place);
- (9) Wearing sunglasses or smart glasses (unless agreed adjustments are in place);
- (10) Wearing a watch of any kind (the time remaining will be displayed on screen);

The following violations are only applicable to online proctored examinations

- (12) Other people entering the room;
- (13) Pre-prepared notes placed around the room;
- (14) Web cam on laptop not pointed at face / face obscured, or repeated or excessive loss, or obstruction of sound/video from the web cam;
- (15) Using multiple screens, other than the one you are taking the exam on and your second device being used for online proctoring;
- (16) Room is too dark for candidate to be visible on screen;
- (17) Wearing of any earplugs or headphones.