

Trademark Practitioners' Examination Conduct Rules

Candidates are reminded of the following rules governing the conduct of examinations:

1. This is a fully online examination.
2. The examination script will be marked by the Examiner, and all examination scripts and marks will then be reviewed by a Moderator. Examination scripts will not be returned to students, and it will not be possible for students to view copies of marked scripts. Due to the nature of many of the questions, there may not be a set of model answers, and no requests to view or copies of model answer scripts will be considered. No requests to 'go through' or discuss individual answer scripts will be considered. Examiners volunteer their services and time for the lectures and exam setting and marking without charge – please respect that. It is not possible to request a re-mark and reasons for the allocated mark will not be provided.
3. The decision of, and mark allocated by, the Examiner and Moderator, as approved by the Education Committee and Council of SAIPL, is final and no discussion or correspondence from students, or third parties on their behalf, will be considered or entered into. No opportunity for resubmission will be granted.
4. In the event of a legitimate illness on the day of the examination, and to the extent that the illness prevents the student from being able to sit the examination, then a sick note from a General Practitioner or other medical doctor must be provided, together with a letter from the student's employer (where applicable), providing a proper description of the illness ("sick" or "illness" will not be considered sufficient). Please note that the doctor's certificate and employer's letter will be reviewed and considered by the SAIPL Council and/or the Education Committee, in exercising its discretion as to whether the student may or should be awarded an aegrotat exam within the same year. If necessary, the SAIPL Council and/or the Education Committee may also request further information or supporting documents from the student for consideration.
5. The Exam Co-ordinator/Invigilator or the software system used for online examinations will keep an attendance register and roll call of students present at the start of each examination.
6. Candidates are responsible for noting their examination numbers (no names), time and place of their examinations on the exam script and exam timetables correctly.
7. Without the special permission of the Invigilators, no candidate may enter the examination room or virtual room for online examinations more than half-an-hour after the examination has begun or leave the exam room until at least half-an-hour of the examination period has elapsed.
8. No candidate may leave their desk or computer for online examinations during the last fifteen minutes of any examination period without the special permission of the Invigilators. At the end of any written examination, candidates should remain seated at their desks until the Invigilators have collected all the answer books.
9. You may not leave the exam room for any reason during the examination without permission.
10. Books, communication devices, notes or writing paper may only be taken into the examination room where prescribed within specific examination arrangements as notified.

11. Candidates may not pass off the work of another as their own or quote the work of others without acknowledgement. SAIPL has zero tolerance for plagiarism and/or any other forms of academic dishonesty. Such action will be liable to academic penalty and may also be liable to severe disciplinary action.
12. Candidates are forbidden to communicate or attempt to communicate with anyone inside or outside the examination venue except with the Invigilator during the examination.
13. Candidates are forbidden from copying or attempting to copy from another student's work, and must not be involved in any arrangement whereby another party undertakes the assessment on the student's behalf.
14. No calculator, mobile telephone (except in an emergency situation where you require assistance as set out in paragraph 16 below), additional tablet or any other communication or other electronic device, may be used in an examination, save for the device used to write online examinations, where applicable. All additional mobile telephones and other electronic communication devices must be switched off during the examination. Please take note that the online exam Invigilators will be viewing and recording each student during the entire writing of each exam paper.
15. Candidates may take a drink and a small snack into the exam venue.
16. Students experiencing network, loadshedding or technical challenges must get in contact with Michelle Macguire at saiipl@saiipl.co.za, or on 0736250468 immediately and should screenshot or photograph proof of that problem in the event that proof is later required for the purposes of application to sit for an aegrotat exam.
17. **Video recording**
 - a. A video and screen recording will be made of the entire examination through the invigilation software and webcam on the student's computer.
 - b. Students are not permitted to leave the view of the webcam at any time during the examination, unless permitted by the rules of the examination or special consideration has been granted before the examination via a Disability Access Plan.
 - c. Any student who leaves the view of the webcam will be reported.
 - d. A remote invigilator will view the recording, document any failures and report them.
 - e. Recordings will be referred to the Exam Co-ordinator and may be made available to other SAIPL Committees for review as authorised by the Exam Co-ordinator.
18. **Commencement of examination**
 - a. The examination will commence at the scheduled start time.
 - b. Reading time may or may not be provisioned, depending on the exam rules specified by the Exam Co-ordinator.
 - c. Students who log in after the scheduled start time will not receive any additional time to complete the examination.

19. **Communication during examination**

- a. Students are not permitted to communicate with any other people during the examination, except if technical assistance is required, the student must make contact via the official support channel(s).
 - b. Any student who communicates with another person will be reported.
20. **DO NOT** open your examination in multiple browser windows or tabs on your computer or electronic device at the same time. If you do so, the system will automatically submit responses on your behalf without your knowledge.
21. **DO NOT** click your browser's back button while taking your examination. Students are at risk of losing previous responses should they utilise browser navigation buttons.
22. **SAVE** your responses often if multiple questions are displayed on the page.
23. The system will automatically save your responses should one question be displayed per page as you click 'next' to move on to the next question.
24. Students who have not utilised invigilation or proctoring tools will be subjected to disciplinary processes.
25. Queries that are beyond SAIPL's control include the following:
- a. Personal network or service provider issues.
 - b. Load shedding/limited space on personal computer.
 - c. Crashed computer.
 - d. Using work computers that block access to Exam site (work firewall challenges).
 - e. Unlicensed software (e.g. license expires during exams).

Debbie Marriott
SAIPL Education Committee Convenor

3 March 2025