

## **STIÙIREADH DO DH'OILEANAICH MU NA DEUCHAINNEAN INSTRUCTIONS TO CANDIDATES FOR EXAMINATIONS**

### **FIOSRACHADH**

- 1.1 Feumaidh oileanaich dèanamh cinnteach gu bheil fios aca air clàran-ama nan deuchainnean agus na h-amannan a dh'fheumas iad a bhith an làthair.**
  - 1.1 Candidates must ensure that they are aware of the published examinations timetable for both first and second diet examinations and their requirement to attend.
- 1.2 Feumaidh oileanaich innse dhan cholaiste ma tha iad ag atharrachadh an t-seòlaidh dachaigh aca. Tha feum air an seo airson gum faigh iad fiosrachadh air an toraidhean.**
  - 1.2 Candidates must notify any change of permanent address to the college. This is essential for mailing of assessment results (student academic transcripts).
- 1.3 Feumaidh oileanaich a bhith an làthair airson deuchainn mu 10 mionaidean ro àm tòiseachaidh na deuchainn.**
  - 1.3 Candidates must attend for an examination approximately 10 minutes before the appointed time for the start of the examination.
- 1.4 Feumaidh oileanaich an clàr-frithealaidh a shoighnigeadh an uair a thèid iad a-steach dhan t-seòmar dheuchainn.**
  - 1.4 Candidates must complete and sign the attendance register on admission to the exam room.
- 1.5 Far nach eil e comasach do dh'oileanach an deuchainn a fhrithealadh air sgàth tinneis no adhbhair iomchaidh eile, feumaidh iad innse don Stiùiriche Phrògram cho luath 's a ghabhas. Bu chòir dhut cuideachd fios a chur dhan ionad far am bi thu a' suidhe do dheuchainnean airson innse dhaibh nach bi thu an làthair.  
Feumaidh teisteanas dotair no fianais sgrìobhte eile a bhith air a chur gu Neach-gairm Bòrd nan Deuchainnean.**
  - 1.5 A candidate who is unable to attend an examination because of illness or other valid reason must inform their programme leader as soon as possible. It would also be helpful if you contacted the Centre where you are sitting your exams to advise them you will not be attending. A medical certificate or other documentary evidence must be submitted to the convenor of the board examiners.

- 1.6 Ma tha oileanach a' cur feum air rèiteachaidhean sònraichte feumaidh iad seo innse dhan stiùiriche phrògram aca cho luath 's a ghabhas agus gu h-àbhaisteach, sia seachdainean ron a' chiad deuchainn.**
- 1.6 A candidate who requires provision of special examination arrangements must inform their programme leader as soon as possible and normally not later than six weeks before the first examination.
- 1.7 Bu chòir do dh'oileanaich sùil a thoirt air na riaghailtean sònraichte co-cheangailte ris a' chùrsa aca, agus ri riaghailtean measaidh OGE. (Earrann 16)**
- 1.7 Candidates are referred to the programme regulations for specific details relating to their programme assessment procedures, and to UHI assessment regulations (Section 16).

### **OILEANAICH A THA FADALACH LATE ADMISSION OF CANDIDATES**

- 1.8 Gheibh oileanach a-steach gun dragh sam bith airson a' chiad leth-uair a thìde den deuchainn.**
- 1.8 A candidate who arrives late will be admitted without question during the first half hour of an examination.
- 1.9 Chan fhaighear a-steach às dèidh na ciad leth-uair a thìde ach le cead ro-làimh bho Oifigear nan Deuchainnean no neach-obrach iomchaidh eile, agus dìreach far a bheil adhbhar iomchaidh.**
- 1.9 Admission after the first half hour may only be permitted with the prior permission of the Exams Officer or other nominated member of staff, and only if there are mitigating circumstances.
- 1.10 Ma tha oileanach fadalach, chan fhaighear ùine a bharrachd, mura bi adhbhar iomchaidh ann ris a bheil am Prìomh Neach-amhairc no an t-Oifigear Deuchainn a' gabhail.**
- 1.10 No extra time will normally be allowed to a candidate who arrives late for an examination session, unless mitigating circumstances are accepted by the Senior Invigilator and/or Examinations Officer.

## **ANNS AN T-SEÒMAR DHEUCHAINN CONDUCT IN THE EXAMINATION ROOM**

- 1.11 Chan fhaod oileanaich cumail càil sam bith ach stuth ceadaichte air na bùird aca tro na deuchainnean. Bu chòir stuth sam bith eile a bhith air a chur gu beulaibh no cùlaibh an t-seòmair, mar a thèid iarraidh.**
- 1.11 Candidates must retain only authorised materials on their desks during each examination. All other belongings should be placed either at the front or the back of the room as directed by the invigilator.
- 1.12 Bu chòir do dh'oileanaich duilleag còmhdaich an leabhair-fhreagairt a lìonadh mus tòisich an deuchainn.**
- 1.12 Candidates are advised that they should complete the front cover(s) of the examination answer book(s) before the start of the examination.
- 1.13 Feumaidh oileanaich dèanamh cinnteach gun d' fhuair iad am pàipear deuchainn ceart agus pàipearan sam bith a bhios na chois (far a bheil sin a' buntainn), agus a bhith mothachail air ùine na deuchainn.**
- 1.13 Candidates must ensure that they have been issued with the correct question paper and attachments (where applicable), and note the duration of the examination.
- 1.14 An dèidh don deuchainn tòiseachadh, chan eil conaltradh, no dol a-mach sam bith eile, eadar oileanaich ceadaichte ann an dòigh sam bith.**
- 1.14 Once the examination has started, communication or any other irregular practice between candidates is strictly not permitted.
- 1.15 Tron ùine leughaidh (còig mionaidean) chan fhaod oileanaich tòiseachadh a' sgrìobhadh anns na leabhraichean-freagairt aca, ach faodaidh iad sgrìobhadh air a' phàipear cheist (cho fad's nach eil seo na phàirt den fhreagairt aca) agus air pàipear eile a thèid a thoirt dhaibh. Innsidh an Neach-amhairc do na h-oileanaich an uair a dh'fhaodas iad tòiseachadh a' sgrìobhadh.**
- 1.15 For the duration of reading time (this will be 5 minutes) candidates should not commence writing in the answer books, but may be permitted to write on the question paper (unless required to answer on the question paper) or on scrap paper. The invigilator will instruct candidates when to commence writing in the answer books.
- 1.16 Ma tha oileanach airson aire an neach-amhairc a ghlacadh aig àm sam bith tron deuchainn faodar an làmh a chur an àirde.**
- 1.16 If a candidate wishes to attract the attention of the invigilator at any time during the examination s/he should do so by raising her/his hand.

**1.17 Chan fhaod oileanach sam bith an seòmar deuchainn fhàgail airson a' chiad 30 mionaid no na 15 mionaidean mu dheireadh den deuchainn, ach airson adhbharan pearsanta. Ma tha oileanach sam bith airson an seòmar deuchainn fhàgail, airson ùine ghoirid, feumaidh an t-Oifigear Deuchainn no neach-obrach eile a bhith cuide riutha.**

1.17. No candidate should leave the examination room during the first 30 minutes or the last 15 minutes of the examination, other than for personal reasons. Any candidate wishing to leave the examination room temporarily must be accompanied by the exams officer or other nominated member of staff

**1.18 Thèid innse do dh'oileanaich an uair a tha 30 mionaidean agus 15 mionaidean air fhàgail aca ro dheireadh na deuchainn.**

1.18. Candidates will be reminded of the time 30 minutes and 15 minutes before the end of the examination.

**1.19 Ma tha oileanach a' fàs tinn fhad 's a tha an deuchainn a' dol air adhart, feumaidh iad seo innse dhan Neach-amhairc. Bu chòir dhaibh teisteanas dotair a chur gu Neach-gairm Bòrd nan Deuchainnean cho luath 's a ghabhas an dèidh sin.**

1.19 A candidate who becomes ill during an examination must inform an invigilator. Candidates should provide a medical certificate to the convener of the exam board as soon as possible thereafter.

#### **DEIREADH NA DEUCHAINN END OF THE EXAMINATION**

**1.20 Feumaidh oileanaich stiùireadh an Neach-amhairc a leantainn eadar fuireach nan suidhe gus am bi na leabhraichean-freagairt air an togail, no na leabhraichean-freagairt fhàgail air na bùird. Feumar dèanamh cinnteach gu bheil gach oileanach a' tilleadh a h-uile càil iomchaidh.**

1.20 Candidates must obey the invigilator's instruction to either remain in their seats until the answer books have been collected or to leave books on desks. Care should be taken to ensure that each candidate returns all relevant materials.

**1.21 Feumaidh àireamhan oileanaich a bhith air leabhraichean-freagairt agus stuth sam bith eile a thèid a chruinneachadh a-steach.**

1.21 All answer books and other relevant material to be submitted should be clearly marked with the candidate's number.

**1.22 Tha e an urra ris an oileanach dèanamh cinnteach gu bheil na stuthan iomchaidh air fad air an toirt dhan Neach-amhairc.**

1.22 It is the candidate's responsibility to ensure that all relevant material for marking is submitted to the invigilator.