



EXAMINATION REGULATIONS – FRIDAY 17 APRIL 2009

1. Candidates must provide all the equipment and materials required, except paper. A4 lined answer paper and graph paper will be provided by the Institution. All scripts will be scanned to further increase safety measures. Candidates will be provided with A4 faint lined paper and 4 sheets of A3 graph paper (**use both sides on all paper issued for scanning purposes**).

(a) Chartered Membership candidates may bring an A3 size drawing board as examination centres are not responsible for providing these. Most centres no longer use drawing offices and therefore will arrange to hold the examination in their own examination halls.

(b) Associate-Membership candidates will be given the same A3 graph paper as used by CM candidates. A sample will be sent to AM candidates before the exam.

2. The Invigilator will adhere to the length of, and the times allotted for, the examinations. Both examinations are seven hours long.

3. A period of 15 minutes is provided for reading the question paper, from 9.15am, immediately before the start of the examination. Candidates are not permitted to write in answer books, or on the drawing paper, or use a calculator during this reading time.

4. A period of half an hour will be allowed for lunch, which the candidate must provide and which must be taken in the examination room. Lunch is between 1pm – 1.30pm. No work is allowed during the lunch period.

5. A candidate may not enter the examination room after 10.00am, nor leave the examination room between 4.30pm and 5pm.

6. A candidate may not leave the examination room during the prescribed period other than in exceptional circumstances or to visit a toilet. In each case the candidate must first obtain the permission of the invigilator.

7. Candidates must not speak to each other during the examination and must not see each other's work or discuss it before all the papers have been collected. Conversation between candidates is not permitted during the lunch break.

8. The Invigilator will not answer any queries on the interpretation of examination questions.

9. All answers, rough working and preparatory sketches must be made on the paper officially supplied and given up at the end of the examination.

10. Candidates may refer to printed tables, personal notebooks, printed books of reference and extracts from printed books, which they have brought with them into the examination room for their personal use. They may not borrow or use such documents from another candidate.

11. The candidate's examination scripts, unless previously given up, will be collected at the time stated on the question paper, together with the question paper itself (note point 16). Candidates should remain in their seats until all the scripts have been collected.

12. Portable computers or programmable calculators may be used provided no special arrangements are necessary at the centre, and on the understanding that their use must not cause any inconvenience to other candidates. However sufficient hand written calculations must always be submitted to substantiate the design, and these should be set out on the script as in practice (note enclosed guidance sheet regarding computers and calculators).

13. Strictly no external electronic contact is allowed between a candidate and anyone outside the examination venue. Mobile phones must be switched off throughout the duration of the examination. Any attempt at impersonation or other irregularity in undertaking the examination will result in **instant disqualification**. The Council of the Institution reserves the right thereafter to **refuse** a candidate permission to proceed further by examination to complete entry to any class of membership of the Institution.

14. Candidates who propose to claim grounds for special consideration due to adverse circumstances which are outside their control should intimate these grounds to the Chief Executive & Secretary of the Institution in writing, in a letter posted within **one month** of the conclusion of the examination.

15. Candidates will not be permitted to take the question paper away from the examination centre at the conclusion of the examination. Candidates who wish to have the question paper returned to them should bring an A4 size stamped self-addressed envelope to the examination centre. The question paper will be posted shortly after the examination.

16. Results will only be released if all subscriptions, examination fees and all other charges have been settled in full. Candidates whose membership has lapsed after the examination **will not** receive their result until such time as the outstanding balance has been paid.

17. Details of the examination appeal procedures are available from the website.

Candidates are warned that they may be required by the Examination Invigilator to produce proof of their identity; appropriate documents (identity card, driving licence or other formal item, preferably bearing a photograph) should be brought to the examination room.

Examination Timetable: (Both examinations 7 hours long)

Chartered Membership: Structural Engineering Design and Practice

9.15am - 9.30am reading time 9.30am - 1.00pm examination 1.00pm - 1.30pm lunch
1.30pm - 5.00pm examination 5.00pm examination finishes.

Associate-Membership: Structural Engineering Practice

9.15am - 9.30am reading time 9.30am - 1.00pm examination 1.00pm – 1.30pm lunch
1.30pm – 5.00pm examination 5.00pm examination finishes