

CANDIDATES CODE OF CONDUCT FOR REMOTE PART B

Please read the following regulations for the EBEM Part B carefully. Failure to abide by these regulations may lead to disqualification from the examination.

1. The candidate must be in a quiet, private room with no disturbances and no background noise.
2. The candidate should have one PC or laptop with a webcam, microphone and speakers.
3. The following items should be removed from the examination workspace prior to the start of the exam:
 - o Computers or laptops which are not being used during the exam
 - o Mobile phones
 - o Tablets
 - o Smart devices
 - o Notes or papers (except for 1 blank sheet of paper which must be shown at registration or whenever an examiner or invigilator requests this)
 - o Books, journals, magazines and newspapers
 - o Any other object that may contain writing
4. **No** other persons are allowed in the same room throughout the whole examination session
5. There should be sufficient lighting in the room but no light directed towards the web camera
6. The candidate should have their ID at hand
7. The candidate must use only 1 screen with the Zoom link provided by EUSEM
8. The candidate must not have other software open on their desktop
9. The candidate must disconnect any other screens apart from the one used for the examination
10. No communication with the examiner is allowed while in preparation room except if indicated by the examiner.
11. The candidate should have a clear, clean table and should not have any unauthorized materials on the walls, tables, or surroundings.
12. The candidate should have a PC and charging cable e.g. for laptop on standby to be used if required.
13. A stable internet connection with appropriate band-width is required for the examination
14. **Head Phones / Head Sets /Sunglasses/ hats** are not allowed and must not be worn during the examination.
15. The candidate must not mute their microphone at any time
16. The candidate must not turn off their camera at any time during the exam
17. The candidate must not attempt to use study materials at any time during the examination.
18. The candidates may have 1 blank piece of paper to write on –which must be shown to EUSEM Staff when registering or to the examiners if requested to do so at any time after log in.
19. The examiner may request a room check if any suspicious behavior is noted.
20. The candidate is prohibited from giving information about the stations to other candidates.

21. Toilet breaks are only allowed during the rest stations. The computer camera must be left on even during this time.
22. Failure to return to the computer on time will mean that the candidate will have to sit that station out. No extra time will be allowed at the end of the examination.
23. If there is loss of WIFI and the candidate can reconnect within 5 minutes, they can rejoin that station for the rest of the available time but if they cannot reconnect within 5 minutes, they will have to sit that station out and they cannot re-sit that station at the end of examination
24. Using any search engines / websites / internet resources apart from the Zoom provided by EUSEM is **strictly prohibited**

Grounds for disqualification include:

- 1) Impersonation by another person
- 2) Appears to be communicating with another person
- 3) Repeated internet disconnections
- 4) Using search engines / websites / internet resources
- 5) Disappearing from camera view
- 6) Recording of any parts of the exam
- 7) Sharing information about stations with anybody else
- 8) Turning Camera or Microphone off
- 9) Any other behaviour deemed inappropriate by the examiners and EUSEM staff.