



PRIVATE CANDIDATE CODE OF CONDUCT

All private examination candidates on our campus or attending one of our exam venues must abide by this code of conduct.

Conduct

All interactions with fellow candidates, and staff are to be based on courtesy and respect. Thus, swearing, physical, emotional or verbal abuse, bullying and sexual or violent behaviour of any kind is not acceptable. Property of the College, fellow candidates and staff is to be respectful. It is expected that candidates should speak and act appropriately as a College candidate and uphold the ethos and good name of the institution at all times, both on and off campus / venue.

Smoking / Alcohol / Drugs / Gambling

Alcohol, gambling and banned substances are prohibited. The institution has a zero tolerance and substances in the bloodstream equate with possession. Venues are non-smoking places and this applies to all staff, candidates and visitors. Smoking is prohibited within 500m of the campus by law. Loitering is a criminal offence so no candidates may "hang about" while smoking on the streets away from campus.

Dress

All candidates must dress in any way considered appropriate as a College student (no shorts, and no strapless tops for females and no sleeveless tops for males). Hats, caps, beanies etc. are not to be worn indoors.

Cell phones

These may never enter an exam venue but may be used on campus otherwise. If used in an inappropriate manner, they will be confiscated and only a parent may reclaim them.

Eating and Drinking

This should take place outside. Candidates are expected to clean up after themselves.

Access to campuses / examination venues

Entry to the campus is restricted to registered candidates during Examinations, except by appointment.

All candidates are required to present a valid student card (available from the security office) or original photo identification on entry to the campus or an examination venue.

Campuses and Examination venues are open half an hour before the start of an Examination. Candidates are to leave the campus or venue promptly after completing each examination.

British International Distance College reserves the right of admission to all campuses and examination venues.