



THE SAIS RULES AND GUIDELINES FOR EXAM CANDIDATES

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1. Introduction

The South African Institute of Stockbrokers (SAIS) is the professional body for stockbrokers and other financial markets professionals. It not only represents members but is also the industry representative. The role of the SAIS is to set and maintain the qualification standards for stockbrokers and other financial markets professionals.

The SAIS participates in and promotes initiatives to develop professional qualifications and designations that are portable within the Financial Markets Industry and that support and comply with industry standards. The SAIS sets, promotes and enforces appropriate standards of competence among members of the Institute and applies measures to retain such standards of competence.

The SAIS prescribes the syllabi in respect of exams to be undertaken by persons wishing to become members of the Institute and conducts such exams.

2. Purpose and Applicability of this Guideline

2.1 The guidelines apply to all candidates applying and registering for all exams conducted by the SAIS. This document is used to:

2.1.1 Define the rules and guidelines applicable to candidates for the exam processes; and

2.1.2 Define the responsibilities of candidates before and after the exam.

3. Exam Rules

3.1 Only the registered examination candidates for the particular examination being conducted and those supervising the examination are allowed in the examination room.

3.2 It is not permissible to write an exam unless the exam fee has been paid in full.

3.3 Candidates shall bring their photo identification (ID book/Drivers' licence) for verification.

3.4 Candidates will be allowed into the examination room 15 minutes before the start of the examination in order to:

3.4.1 read and sign that they have read the exam rules; and

3.4.2 complete the details required on answer books.

3.5 Cellular phones must be completely switched off during the exam. They should also not be visible on the exam desks, rather they should be placed in the designated area in the room.

3.6 All coats and jackets should be placed on the back of each candidate's chair. All notes and books, pencil cases, laptops, cell phones and other unauthorised aids as well as purses should be placed in the designated area in the room.

3.7 The invigilator has authority to assign seats to candidates.

3.8 Candidates may only write in the answer books provided. Candidates can use the exam paper and scrap paper provided to make notes as they read through the exam paper during the allocated reading time, however these notes will not be marked. All relevant notes which the candidates would like to be marked must be transferred to the answer book when the writing period commences.

- 3.9 Candidates may only leave the examination room to use the bathroom and may only go in one at a time.
- 3.10 Calculators are allowed however, specific exams may prohibit the use of programmable calculators.
- 3.11 No stationery, with the exception of exam books and note paper, is provided by the Institute or the exam venue. Candidates should therefore bring their own pens, calculators, rulers, etc. Please note that anything written in pencil will not be marked.
- 3.12 No materials or electronic devices shall be used or viewed during an examination, except those authorised by the examiner.
- 3.13 Unauthorised materials include, but are not limited to:
 - 3.13.1 books; and
 - 3.13.2 class notes, or aid sheets
- 3.14 Unauthorised electronic devices include but are not limited to:
 - 3.14.1 Cellular phones;
 - 3.14.2 laptop computers;
 - 3.14.3 tablets;
 - 3.14.4 calculators;
 - 3.14.5 MP3 players (such as an iPod)
 - 3.14.6 Personal Digital Assistants;
 - 3.14.7 electronic dictionaries;
 - 3.14.8 Smart Watches; and
 - 3.14.9 Smart Glasses
- 3.15 In general, candidates will not be permitted to enter an examination room later than fifteen minutes after the commencement of the examination.
- 3.16 Candidates may not leave the room within 30 minutes of the start, nor during the last 15 minutes of the examination.
- 3.17 Smoking is not allowed during the examination period.
- 3.18 At the conclusion of an examination, all writing shall cease.
- 3.19 Examination books and other material issued for the examination shall not be removed from the examination room. These will go into the care of the Invigilators.

4. Transgressions by Candidates

- 4.1 Candidates must refrain from any form of malpractice and complete exams with integrity.
- 4.2 A transgression is a deliberate act of wrongdoing, contrary to exam rules and guidelines, intended to provide a candidate with an unfair advantage.
- 4.3 The practices and unethical behaviours which are not tolerated and may require disciplinary action include but are not limited to:
 - 4.3.1 Accessing exams papers in advance;
 - 4.3.2 Being in possession of any unauthorised notes and/or aid(s) in the exam venue;
 - 4.3.3 Attempting to use writing paper not supplied by the SAIS exam administrator/or exam invigilator;
 - 4.3.4 Using any unauthorised electronic devices or other aids during exams;

- 4.3.5 Communicating or attempting to communicate with other candidates while an exam is in progress;
 - 4.3.6 Removing or attempting to remove exam papers or exam answer books from an examination room (if unauthorised to do so);
 - 4.3.7 Using a false name, identity number or candidate number in any exam;
 - 4.3.8 Using another person to write the exam on one's behalf;
 - 4.3.9 Disobeying exam rules, processes and procedures;
 - 4.3.10 Trying to influence the invigilator before, during or after an exam;
 - 4.3.11 Trying to influence examiners and/or moderators before or after an exam;
 - 4.3.12 Intentionally or negligently assisting another candidate to cheat as noted above; and
 - 4.3.13 Prejudicing any other candidate in any way.
- 4.4 In the case of any transgression of exam rules, processes and procedures, the SAIS Education Committee is to be notified immediately.
- 4.5 If a candidate is suspected of a transgression or any unethical practices, the SAIS will act in accordance with the SAIS disciplinary procedures.
- 4.6 The disciplinary committee will consist of members of the Education Committee or the SAIS may request the assistance of external disciplinary facilitators, as each case may require. All evidence will be brought before the Committee (or the external facilitators) and will be reviewed. The Committee (or external facilitators) will determine the action to be taken. The Committee may, at its discretion, ask the candidate to appear before the Committee (or the external facilitators), in person, and state his/her case and/or present evidence. Sanctions could include the following:
- 4.6.1 Results being withheld;
 - 4.6.2 Barred from writing any further exams in the future;
 - 4.6.3 Notification to employers;
 - 4.6.4 Fine/s or penalties imposed.

5. Irregularities

- 5.1 An irregularity is an event which may occur prior, during or after an exam.
- 5.2 In the unlikely event of the exam papers being leaked or lost, a backup paper will be used. The SAIS exam administrator must be informed immediately and he/she will, in cooperation with the examiners, institute remedial action. If possible, the exam will continue on the confirmed date. If this is not possible, the exam may be postponed. All candidates will be informed by email and/or by other means of communication.
- 5.3 If a candidate is unable to write an exam on the confirmed date, for whatever reason, he/she will be required to re-register for the next exam date within the following exam period and to pay the full course fee again.
- 5.4 If a candidate falls ill before or during the exam and is unable to complete the exam, he/she will be required to re-register and write the exam on the next exam date within the following exam period and to pay the full course fee again.

- 5.5 If a candidate does not arrive for an exam (for any reason), he/she will be required to re-register for the next exam date within the following exam period and to pay the full course fee again.
- 5.6 Candidates will not be allowed to postpone exam/s for any reason and will be required to re-register for the next exam date within the following exam period and to pay the full course fee again.
- 5.7 Under no circumstances will any refund for any exam be considered. The candidate will forfeit all fees for the specific exam and will be required to re-register for the particular exam in the following exam period.
- 5.8 If, for any reason, the SAIS is unable to offer an exam in a particular semester, the SAIS will inform candidates as soon as possible and either refund the registration fee or re-register the candidate for the following semester, as may be required.

6. Complaints

- 6.1 The SAIS has implemented open, fair and formal procedures for complaints. An invigilator, examiner, moderator or candidate can lay a complaint, ask a question or submit evidence pertaining to the implementation of the exam policy and procedures, without fear of prejudice.
- 6.2 A complaint may relate to:
 - 6.2.1 Irregularities during the exam;
 - 6.2.2 The administration of the exam;
 - 6.2.3 Adherence to the processes and procedures; and
 - 6.2.4 Unethical practices.

7. Exam Results

- 7.1 Examination pass marks are determined from time to time, by the Education Committee and can be found in the [Education Policy](#).
- 7.2 Release of results is dependent upon all processes being completed by the examiners, moderators and the SAIS administrators. Results will be released to students within 2 months of the date of the exam.
- 7.3 The results will be emailed to candidates and include the following details:
 - 7.3.1 Exam Name;
 - 7.3.2 Date of Exam;
 - 7.3.3 Candidate Name;
 - 7.3.4 Candidate Student Number;
 - 7.3.5 Candidate Identity Number;
 - 7.3.6 Candidate email address (as provided during registration process);
 - 7.3.7 Exam Result (%); and
 - 7.3.8 Final assessment (Pass or Fail)

8. Conclusion

It is the candidate's responsibility to ensure that the SAIS Exam Guidelines are read and understood.