



*Let the mind manage the body
Que l'esprit gère le corps*

**MAURITIUS
EXAMINATIONS
SYNDICATE**

**NATIONAL CERTIFICATE
OF EDUCATION (NCE) ASSESSMENT**

MARCH / APRIL 2021

**INSTRUCTIONS
TO CANDIDATES**

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NATIONAL CERTIFICATE OF EDUCATION

INSTRUCTIONS TO CANDIDATES

You are advised to read carefully the following instructions and the 'Notice to candidates' printed on the verso of your timetable.

1. IDENTIFICATION AND ADMISSION INTO THE EXAMINATION ROOM

1.1 SCHOOL CANDIDATES

You should bring either your **Student Identity Card** or **NTA Identity Card** each time you sit for an assessment session. In case you do not possess any of the above two documents, you should produce an appropriate documentary evidence duly certified by the Head of School. The documentary evidence should bear your photograph and the seal of the school.

In case you take the assessment in a **Centre** other than your school, **you are strongly advised to visit your Centre before the start of the assessment.**

1.2 PRIVATE CANDIDATES

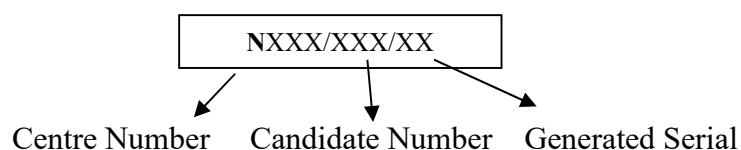
In case you are **eighteen or above** you should bring your **National Identity Card** each time you attend an assessment session. If you are **under eighteen**, you will receive the **MES Identity/Admission Card** from the Supervisor on the first day of the written assessment and you should bring this card each time you sit for an assessment.

You are strongly advised to visit your Centre before the start of the assessment.

You should place your National Identity Card/MES Identity Card/Student Identity Card/NTA Identity Card on your desk throughout each assessment session for identification purposes.

1.3 INDEX NUMBER

All candidates are provided with an **Index Number** which consists of **Centre Number**, **Candidate Number** and **Generated Serial** as illustrated below:



2. DRESS CODE

You are expected to be properly dressed.

School candidates should wear their uniforms when attending the assessment.

3. LATE ARRIVALS

3.1 If you arrive late for an assessment, you may be admitted to the room to sit for the assessment. **However, no extra time will be given.**

3.2 You will be given a copy of the Announcement if you arrive late. You are requested to read carefully the instructions before you start your assessments.

4. WARNING: COMMUNICATION DEVICES (MOBILES PHONES, SMART DEVICES/ELECTRONIC DEVICES, SMART WATCHES, CAMERAS, ETC)

4.1 No communication device (**mobile phones, smart devices/electronic devices, smart watches, cameras, etc**) is permitted on the premises of the assessment centre under any circumstances. You are strongly advised to abide strictly by this regulation.

4.2 The Supervisor will be requested to enforce **strictly** the above instructions.

4.3 **If you are found in possession of a communication device in the assessment centre you may be disqualified from the syllabus. This applies irrespective of whether the phone/device is switched on or off.**

4.4 In case you are in possession of a communication device at the assessment centre, you should switch it off and put it in your bag outside the assessment room. The Centre Supervisor will not be responsible for the loss of any communication device.

5. LEAVING THE ASSESSMENT

You will not be allowed to leave the assessment room after the assessment until you are advised to do so by the Invigilator/Supervisor.

6. ILLNESS

6.1 In case you fall sick during the assessment you must immediately report it to the Invigilator. If you have to go to the hospital or are examined by a doctor the original Medical Certificate has to be forwarded to the MES through the Rector, if you are a school candidate.

6.2 In case you are admitted to a hospital/clinic and wish to sit the assessment, your parents/school/guardian are requested to:

(i) Inform MES immediately (telephone: **659-8400/403-8400**).

(ii) Submit a Medical Certificate indicating that you are medically fit to take the assessment at the hospital.

7. PENCIL CASINGS

- 7.1 You should bring in the assessment **transparent** pencil casings. Invigilators have been instructed to check the transparent pencil casings of candidates. You must not use any form of correcting medium, including correcting fluid, correcting pen and correcting tape.
- 7.2 Non-transparent pencil casing is not authorised in the assessment room. This would be considered as non-authorised material and will be placed outside the room.

8. UNAUTHORISED MATERIALS

You may take into the assessment room only those articles, instruments or materials which are expressly permitted in the rubric of a question paper or in the syllabus booklet for the subject being examined. All unauthorised materials including bags will be **kept outside** the assessments room. Valuables, mobiles, money, etc left in your bag outside the assessment room will be at your own risk.

You must not take the following into the assessment room: calculator cases or instruction leaflets, bags, non-transparent pencil cases, personal TVs or computers of any sort, tablet computers, e-readers, electronic or radio communication and/or recording devices including mobile telephones and their cameras, smart watches, bluetooth headsets, portable music players or any other electronic devices that enable external communication or storage and retrieval of data, any packing with images or text on it. Anyone found in possession of any unauthorised material even if it is switched off and they do not intend to use it, will automatically be disqualified from the subject being taken.

9. ANSWER BOOKLET

NO Answer Booklet will be provided. You are required to answer in the spaces provided on the Question Paper.

10. ROUGH WORK

You must do all rough work on the Question Paper.

11. TOILET ARRANGEMENTS

You should fill in the “**Form N07** – Record of permission to Leave Assessment Room Temporarily” if you have to go to the toilet. You will be accompanied by an Invigilator.

12. MALPRACTICE

The following are examples of malpractice by candidates. The list is not exhaustive and MES may consider other instances of malpractice at its discretion:

- introducing unauthorised material into the assessment room (e.g notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), personal stereos, mobile phones, smart watch, ipod, mp3/mp4 player or other similar electronic devices)
- obtaining, receiving, exchanging or passing on information (or attempting to) by any means
- impersonation; pretending to be someone else, arranging for another person to take one's place in an assessment
- copying from another candidate
- collusion, working collaboratively with other candidates
- using highlighters on answer sheets or papers
- misuse of assessment material
- behaving in such a way as to undermine the integrity of the assessment
- disruptive behaviour in the assessment room (including the use of offensive language)
- the inclusion of inappropriate, offensive or obscene material in scripts
- plagiarism, the failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own
- theft of another's work
- the deliberate destruction of another's work
- the alteration of any results document, including certificates
- failure to abide by the instructions of the invigilator/assistant supervisor/supervisor.

13. DISQUALIFICATION OF CANDIDATES

- 13.1 You are responsible for your behaviour. Disciplinary action may be taken by persons in charge of the assessment centre in case of misbehaviour at the centre. The possible disciplinary measures that may be taken against a candidate who engages in behaviour which is substantially disruptive may range from a severe verbal warning to being required to take the assessment in a separate classroom and in extreme cases, disqualification of the candidate.
- 13.2 Where a candidate has been involved in any breach of the *“Instructions to Candidates”*, in any irregularity, misconduct or dishonesty, whatsoever, in connection with the assessment, he/she may be expelled from the assessment and be refused further admission thereto. His/Her papers or the results thereof may be cancelled and he may be refused entry in subsequent assessments.

13.3 Where breaches to the ***“Instructions to Candidates”*** are widespread at any assessment centre, or where the circumstances in which the assessment is held at any assessment centre are unsatisfactory, the entire assessment at that centre or any one or more papers or the results thereof, in relation to all the candidates at that centre may be cancelled.

13.4 Your attention is drawn to Regulations 5, 6 and 7 made under the MES Act:

- Regulation 5 of the Regulations states as follows:

“Every candidate for an examination organised or conducted by the Syndicate shall -

- (a) abide by the regulations made and instructions issued by the Syndicate;***
- (b) pay such fees as may be prescribed by the Syndicate;***
- (c) not obtain or attempt to obtain unfair advantage over other candidates in any manner whatsoever.”***

- Regulation 6 of the Regulations states as follows:

(1) “The Syndicate may take such action as it deems fit and necessary against any candidate who fails to comply with these regulations or any instruction or direction given by the Syndicate.

(2) An action by the Syndicate under paragraph (1) may include -

- (a) the disqualification of a candidate;***
- (b) the expulsion of a candidate from the examination centre;***
- (c) the disqualification of a candidate to re-enter as a candidate to subsequent examination organised or conducted by the Syndicate.”***

- Regulation 7 of the Regulations states as follows:

“Every person who contravenes regulation 3, 4 or 5 shall commit an offence and shall on conviction be liable to a fine not exceeding 10,000 rupees and to imprisonment for a term not exceeding 2 years.”

14. END OF TIMETABLE

Please note that the end of your final timetable has been marked with the following statement:

***** End of Timetable *****

15. COMPLIANCE

15.1 You are required to comply with the directives given by the Invigilators and the Supervisor/Assistant Supervisor.

15.2 Candidates failing to comply with the instructions mentioned in this document will do so at their own risk.