



# **CSARC**

**COMPUTER SCIENCE &  
ROBOTICS CERTIFICATION**

## **Examination Regulations**

Updated: 7 July 2021

## Examination Registration

- a. There is no age limitation or age requirements for CSARC examinations.
- b. Unless otherwise stated, there is no pre-requisite for registering for any of the examination grade levels.
- c. All registrations should be made online at <https://www.csarc.org/register/> with the necessary fee payment (if any).

## Withdrawal, No-Show, Refunds

- a. Upon successful registration, examination fees are non-refundable except under extenuating circumstances such as
- b. Illness or personal injury backed by valid medical certificate.
- c. Bereavement, family crisis, or personal trauma.
- d. Other exceptional reasons deemed valid by the Certification Examination Board.
- e. Registered candidates who is absent without valid reason for their registered examination session will have the examination fee forfeited. They may register for another examination session and will be required to pay a new set of examination fee.
- f. Rescheduling of the examination session must be made at least 7 calendar days in advance by email to exam@csarc.org.
- g. Registered candidates who wish to withdraw must notify us at least 7 calendar days in advance by email to exam@csarc.org in order to receive full refund of examination fee.

## Examination Syllabus

- a. We update our examination syllabus from time to time. To check out the prevailing syllabus, please refer to the respective CSARC examination subject webpage.
- b. Any changes or updates to the examination syllabus will be released on the respective CSARC examination subject webpage at least 6 months in advance before the first examination.

## What to Bring on Examination Day

- a. Candidates are allowed to bring their writing material such as pen, pencil, and eraser.
- b. Candidates are not allowed to bring any calculators, laptops, and communication or electronic devices.
- c. This is a closed book examination. Candidates are not allowed to bring any notes or course material to refer to during the examination.



## Malpractice & Dishonesty

- a. We define malpractice as any act which compromises or is an attempt to compromise the assessment process, the integrity of any qualification or the validity of a result or certificate. This also includes any act which damages our reputation or credibility as an awarding organisation.
- b. Examples of malpractice include but is not limited to:
  - i. Possession of a mobile phone, recording device or other form of electronic device during an examination.
  - ii. Possession of unauthorised materials such as lesson notes and course material.
  - iii. Attempting to communicate with other candidates during an examination.
  - iv. Plagiarism or collusion during an examination.
  - v. Falsifying results documents or certificates
  - vi. Impersonating a candidate
  - vii. Releasing examination material or questions to the public
- c. We expect candidates and examination invigilators to uphold honesty and integrity in the conduct of CSARC examinations as outlined in Examination Regulations.
- d. To report any malpractice, email us at [exam@csarc.org](mailto:exam@csarc.org). We will take all reasonable steps to withhold any identifying information of the whistle blower.
- e. Penalties for candidates:
  - i. Warning: Candidate will be issued a written warning; further penalty may be applied conditional on future behaviour.
  - ii. Loss of Marks: Examination score will be deducted to reflect severity of offence.
  - iii. Disqualification: Candidate will not receive a result or certificate for the affected examination and will be permanently disqualified from taking future CSARC examinations.

## Results and Certificate Award

- a. Grades and examination transcript will be sent via email to candidates within 7 days after examination session. If a candidate has met the score requirement for the examination, a digital certificate will be issued to the candidate's email as well.
- b. We strive for our certification to be an accurate benchmark of our candidates' skills and knowledge. If you are unsatisfied with your examination grade or you would like to seek clarification, you may email us at [exam@csarc.org](mailto:exam@csarc.org) within 14 days of receipt of examination grade. Post 14 days the candidate is assumed to have no issues with the examination result.

## Privacy Policy

For our data privacy policy, please refer to: <https://www.csarc.org/privacy-policy/>

