



Examination Rules

Legal Profession Admission Board (LPAB) Diploma in Law.

Examinations are governed by rules designed to ensure fair and equal assessment for all students.

It is essential that candidates familiarise themselves with these instructions prior to their examinations. Not knowing the rules is not an excuse and will not be accepted as a reason for failing to comply.

Failure to comply with the Examination Rules may result in an investigation and a finding of academic misconduct.

Photo Identification

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For all exams held at a supervised exam venue, you must bring one form of valid photo identification which includes your full name.

Accepted forms of identification:

- A physical copy of your passport (Australian or international)
- An Australian driver's licence (physical and digital live versions are accepted)
- An Australian proof of age card (physical and digital live versions accepted).

Not Accepted:

- Screenshots and photocopies of identification documents
- Accepted forms of identification that have expired or are damaged
- International licences and national identity cards
- Student cards

If you are concerned you do not have adequate acceptable identification, please email the LPAB Student Services Team at lpabexams@lpab.nsw.gov.au **prior** to the examination period starting.

Authorised materials in examinations

Candidates are responsible for confirming whether their examination is open book or closed book. This information will be published on the [LPAB website](#) and will be specified on the [examination paper coversheet](#):

- **Open book:** students may bring in hardcopy written reference material, all material you bring must fit on your exam desk
- **Closed book:** Only materials specifically permitted by the examiner (as stated on the coversheet) are allowed.

For all examinations, whether open or closed book students are permitted to bring:

- stationary – pens, pencils, highlighters and an eraser.
- a bottle of water – must be in a clear container, with all labels removed, no metal containers permitted
- analogue or digital watch (not smart watch) – all watches must be placed visibly on your desk for the duration of the exam and may be inspected by the supervisor at any time

Unauthorised materials in examinations

Materials other than the authorised materials described above must not be taken into the examination venue.

The LPAB treats any attempt to gain an unfair advantage over other students as a serious matter. Possession of unauthorised materials in the examination room will result in their confiscation and the incident being formally reported for investigation.

Prohibited materials in examinations include, but are not limited to, the following:

- any kind of digital device such as a mobile phone, smart watch or calculator
 - Exception: Mode 2 – device running Exemplify; Mode 3 – device running Exemplify and device running Zoom
 - If you have a digital medical device that you need on your person during the examination, you must submit a Special Exam Arrangement application via STEMS
- digital materials or notes of any kind
- headphones, earbuds, or earplugs, unless supplied by venue

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- hats or head coverings, unless it is typically worn for religious/cultural reasons.
 - **ANY** food or consumables
 - including any medication, lozenges and gum of any kind
 - If you require **any** food or medication during the exam due to a medical condition you must submit a Special Exam Arrangement application via STEMS
 - For **closed book exams**:
 - any printed material such as textbooks or written notes, unless specific materials have been specified on the examination cover sheet, e.g. published legislation
 - any blank paper or blank notepads

For all exams the following items must be left in a designated place and not accessed for the duration of the exam:

- mobile phones and all other electronic devices which must be switched off
- bags, purses, wallets, pencil cases and lunch boxes (or similar)

The LPAB cannot guarantee the safekeeping of valuables either inside or outside the exam room. If you are concerned about the security of your valuable possessions, please make alternative arrangements for their care.

General Examination Rules and Regulations

Students are required to follow **all** the rules and regulations detailed below:

Arrival & Start of the Examination

- Candidates must not leave the examination room during the first hour of the exam
- If a candidate arrives late but within the first hour, they will be allowed entry; however, no extra time will be granted
- It is a candidate's responsibility to ensure they attend the correct venue and room, as specified by the LPAB

Reading Time (First 15 minutes)

- Modes 1 & 2 (in an exam centre):
 - Candidates may highlight or mark on the hard copy question paper only
 - Candidates must not write in the answer book during this time

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- Mode 3 (online by exception, strict eligibility applies):
 - Candidates will be permitted to take notes on a blank sheet of paper only
 - Candidates must not type in the answer field during this time
 - Screen recording of Mode 3 examinations will be reviewed to ensure compliance during the reading time

During the Examination

- Candidates must comply with all instructions and respond promptly to any questions or directions issued by examination supervisors during examination time
- If a candidate needs to use the toilet, they must quietly notify the supervisor by raising their hand
- Candidates must not take any belongings to the toilet
- Candidates who wish to leave before the exam end, prior to the last 15 minutes of the exam, must quietly notify the supervisor by raising their hand
- All working items must fit on the desk
- During the examination candidates may place working items no longer required under their desk
- Once placed on the floor, items or materials must not be retrieved under any circumstances
- Items placed on or under the desk must not protrude into walkways
- Candidates must not communicate with any person (other than an exam venue supervisor)
- Candidates must not share materials or items of any kind with another student
- No notations may be made on personal materials, all notations must be on the exam question paper, answer booklet or supplied notepaper
- Candidates must ensure exam answers are their own work

Conclusion of Examination

- Writing/typing must immediately stop when instructed at the end of the exam time
- At the conclusion of the exam, candidates are required to remain seated in silence until exam materials are collected, and permission to leave the exam room has been granted by the examination supervisor
- Examination conditions must be maintained while in the room and candidates must leave the room in silence
- Candidates must not remove any confidential materials from the exam room, including the exam paper, answer booklets, note paper, or any other provided documents

Exam Room/Venue Conduct

- Listen carefully to all announcements by exam supervisors
- Comply with all instructions and directions from exam supervisors, LPAB staff and venue staff
- Be respectful to all peers, exam supervisors, LPAB staff and venue staff
- Any disrespectful, aggressive, or inappropriate behaviour towards exam supervisors, LPAB staff, venue personnel or other candidates is unacceptable and will result in disciplinary action.