

## CGISA OPEN-BOOK POLICY

Implementation date	September 2023
Last reviewed	October 2023
Next review date	October 2028
Responsibility	Assessment Manager
Ratification	EDEX Committee

This policy provides the rules for using certain resources in the examinations of the CGISA.

### Definitions

- **Prescribed Textbook:** these are the main core materials for each module. They are listed on each syllabus outline.
- **Prescribed readings:** these are prescribed core materials for each module. They are listed on each syllabus outline.
- **Additional readings and resources: for downloading or reading/viewing:** these are useful materials for each module that will enhance your knowledge. They are listed on each syllabus outline. These resources may **NOT be used** in the examination venues.
- **Skills Providers' course notes:** These resources may **NOT be used** in the examination venues.

### Rules

- **Only hard copies of the prescribed textbook and prescribed readings listed in the syllabuses are permitted in the examination venue.**
- It is therefore preferable to order a hard copy (i.e. a printed version).
- You may use personally annotated copies of the prescribed textbook/s and prescribed readings – they do not need to be clean copies.
- You may not access e-books or online copies of prescribed readings during the examinations.
- Where the book is only available as an e-book, the publishers will generally allow you to print a copy for your own use. In most instances, you will only be able to print a certain number of pages at a time e.g. some books allow you to print 50 pages, while others allow you to print only 2 pages at a time. If you print your own copies, then they should be bound into a folder. These folders should not be used to insert course notes or other non-permissible materials.
- Invigilators are authorised to inspect what you bring into the examination room and you should not attempt to incorporate additional study material. This would be regarded as an attempt at cheating, and you could be prevented from writing and excluded from the venue. Furthermore, such instances will be reported to the Student Manager and students will face disciplinary action.

### **CAUTION: ADDITIONAL NOTE ON OPEN BOOK EXAMINATIONS:**

Please be forewarned that taking the above material into examination venues for reference purposes poses a set of challenges that **MUST NOT** be underestimated.

- The prescribed textbooks and prescribed readings are NOT intended to replace required learning and understanding of the syllabus requirements.
- The purpose of these texts is for occasional reference only – improper use will affect the time available to answer comprehensively.
- You must avoid copying answers from any of the prescribed textbooks or prescribed readings. You must display understanding of the materials by writing your answers in your own words – we are not testing your ability to copy!
- If you have NOT used the prescribed textbook or prescribed readings in examinations before, you are urged to formulate your approach very carefully before attempting to complete these examinations.