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RULES FOR OBSERVERS AT EXAMINATIONS WHO ARE NOT MEMBERS OF THE PANEL OF EXAMINERS

1. Observers can only attend with permission from either the Chair or the Deputy Chair of the Examination Subcommittee.
2. The Observer shall declare any conflict of interest, that may potentially affect a Candidate's performance, to the Examination Chair and CICM Manager on-site.
3. Each Observer will make his or her presence known to the Chair or Deputy Chair before attending any section of the Examination.
4. Observer numbers will be limited at the discretion of the supervising examiner.
5. Observers must not approach or leave an Examination area while an individual exam is being conducted.
6. Observers are to remain at a discreet distance from the Examination area, in order to not distract the Candidate.
7. Observers may be asked to leave the Examination room during the Examiners' discussion regarding the performance of any of the Candidates.
8. The content of an Examination must be kept strictly confidential. All written notes and materials used during the exam are to be securely surrendered at the end of the exam.
9. Silence must be strictly observed while an Examination is in progress.
10. A copy of these rules must be available for all Observers to read prior to and during the Examination.

References and sources

Not applicable

Acknowledgments

Not applicable



Document Control

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Revision History

Date	Pages revised/ Brief explanation of revision
2019	Minor edits. Conflict of interest section included and removed permission to sit rule in section 6.
April 2026	Revised wording and content for accuracy and currency. Number of Observers changed from one to at the discretion of supervising examiner.

Further Reading

Not applicable

Publishing Statement

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