

Procedure Title: Exam Regulation Procedure

Area Code:	EXAM
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Approving Authority:	Academic Council

1. Purpose of Document

The purpose of this policy is to advise students of their responsibilities with regard to the regulations governing examinations.

2. Scope

The Examinations Office has responsibility for monitoring compliance with examination regulations. Each candidate at IT Sligo examinations have a responsibility to inform himself/herself of the examination regulations.

3. Reference Documents

- EXAM024 Disciplinary Procedure for Student (Examinations)
- EXAM009 Reasonable Accommodation in Examinations
- Student Code of Conduct

Glossary

“Invigilator” is a person at an examination who ensures that IT Sligo examinations run as smoothly and efficiently as possible and in accordance with the Institute’s regulations.

“Candidate” is a person taking an examination.

4. Procedure**4.1 Examination Regulations****4.1.1 Timetable and Registration**

Examination timetables are available on the Examinations Office website only. IT Sligo reserves the right, where circumstances so require it, to change the times and/or venues appointed for holding examinations or any other aspect of the arrangements.

Candidates must make themselves aware of the **date, time and location** of any exam they are scheduled to sit. This information is subject to change and is updated daily on the IT Sligo website. Ireland uses the time zone abbreviation GMT - Greenwich Mean Time during Standard Time and IST Irish Summer Time during summer time or daylight saving time.

Candidates must ensure that they are registered on their programme or have registered online for their repeat assessment/examination by the deadline sent by email from Examinations Office. A late fee will apply after this deadline. Failure to register for the programme or repeat examination/CA work/practical (i.e. any repeat element of the module) may result in candidates not being able to sit their examination and/or course work not being marked.

4.1.2 Conduct

IT Sligo expects students to behave in a manner which ensures that all students and staff are treated with dignity and respect. Students are expected to acknowledge the authority of the staff of IT Sligo, particularly in this case, the invigilation staff, in the performance of their duties.

Candidates must obey the direction of the exam staff at all times. If they are observed to violate any of these regulations, or if their behaviour jeopardises the successful running of the exam, they will be so advised and warned that the exam may be disallowed and that any further violation will result in their expulsion from the exam room. They will then be allowed to continue the exam. A candidate will be asked to leave the exam room if their behaviour jeopardises the successful conduct of the exam or for a second offence following a warning.

Candidates must respect the exam room and its furniture.

4.1.3 Prohibited material in the exams room

No candidate shall bring into the examination hall or have in his/her possession any materials other than those explicitly permitted for that examination except as expressly supplied or authorised by the Examination Secretary or provided as part of 'reasonable accommodation' agreed by the Access Office.

The following list includes, but is not limited to, items a candidate shall not bring into the examination room or have in his/her possession or under his/her control.

- a) Notes or any other material relating to the course/exam
- b) Writing of any nature on one's person, e.g. on hands or arms
- c) Annotations on permitted material
- d) Calculator cover
- e) Annotations on back of calculators (All calculators are checked by invigilators)
- f) Mobile phone/Smartphone device/wearable technology
- g) Electronic dictionary
- h) iPod/iPad or any electronic devices (excluding non-programmable calculator)
- i) Opaque Pencil case
- j) Glasses case
- k) Handbag
- l) Coats, jackets, hats or other headgear that could be used to conceal forbidden devices or materials or prevent facial identification. Headgear worn for religious or medical reason is permitted.

Students are advised not to bring handbags or other valuable items, such as mobile phones, to examination venues. Such items must be left outside the examination hall at their owner's risk. IT Sligo accepts no responsibility for personal belongings left unattended.

It is the responsibility of each candidate to ensure that any permitted materials taken into the examination hall are free of annotation or inscription; calculators must be free of all programmes. Such materials are subject to inspection by invigilators.

When an invigilator has reason to suspect that a candidate is using concealed unauthorised materials for the purpose of cheating, s/he can request the candidate to cooperate with an inspection of such material. Failure to comply with reasonable requests by invigilators will be reported to the Examination Secretary. An incident report must be signed by the invigilator and the student before leaving the venue.

Should candidates be found in possession of material which is not free of annotation or inscription, or in possession of non-permissible material, the material will be confiscated, and the matter will be reported, as a breach of examination regulations, to the Examination Secretary.

4.1.4 Arriving at, entering and leaving the exam room

- a) Full time candidates are required to display for inspection their current IT Sligo student ID card before entering the exams hall. Online part-time candidates should display their IT Sligo student ID or other valid ID such as driving licence or passport.
- b) If candidates are given permission to leave the hall for a short period e.g. illness, toilet visit, they will be required to sign a sheet, which will then be counter-signed by the accompanying invigilator, and the time-span of their absence will be recorded.
- c) Candidates are required to be in attendance at least 30 minutes before the commencement of each examination. If you arrive after this time you will be asked to wait outside the exam room until 10 minutes after the examination has started.
- d) Without the express permission of the Examination Secretary, candidates
 - i. Will not be admitted to the examination hall if they are more than 60 minutes late
 - ii. Will not be permitted to leave the examination hall until 60 minutes has elapsed from the time at which the examination began or within the last 30 minutes
 - iii. Will not be allowed to return to the examination hall, except as provided for above.

4.1.5 In the Exam Room

- a) Candidates must sign the attendance roll at the start of the exam. Candidates' signature on this roll must agree with and appear in the same format as that on their IT Sligo student ID card.
- b) Candidates must sit and remain in the place assigned to them, unless otherwise directed by exam staff. His/her student ID must be placed on the top right-hand corner of the desk for the invigilator's attention
- c) It is the responsibility of candidates to ensure that he/she is answering from the correct examination paper. Candidates must check the title of the paper and read any instructions carefully before commencing the paper. Examination papers could have questions on both sides of the sheet. Any queries should be brought to the attention of an invigilator immediately.
- d) Candidates must not start writing until instructed to do so by the invigilators.

- e) Candidates will be supplied with as many answer books as they require. It is their responsibility to bring with them all necessary stationery items. Items may not be shared with another candidate.
- f) If candidates require anything during the exam, they call the attention of the invigilator or other officer in charge. Under no circumstances should they leave their place.
- g) No candidate shall aid, or attempt to aid, another candidate, or obtain, or attempt to obtain assistance from another candidate, or communicate in any way with another candidate in the examination hall.

4.1.6 The Examination Answer Books

- a) Be careful to follow the instructions on the cover sheet of the exam question paper.
- b) Notice will be given 15 minutes before the end of the time allowed: the candidate should then arrange their answer books in order, attaching them together if necessary with the supplied tag.
- c) Candidates must hand their answer books directly to the invigilator.
- d) All work produced during the exam, including all rough work, must be submitted at the end of the exam including, where instructed, the exam paper.
- e) Candidates may not remove from the exam room any answer books, whether used or unused.
- f) Each candidate is responsible for the answer books given to him/her at the Examination. It is a breach of examination regulations to deface an answer book.

4.1.7 Dictionaries

Only Erasmus students are allowed to use a language dictionary, from mother tongue to English, as appropriate, and vice-versa. However, dictionaries may not be used for examinations testing linguistic competence in Modern Languages. Dictionaries will be made available to eligible students by the Examinations Office but students are strongly advised to bring their own dictionaries, which must be 'clean', i.e. no writing or notes inside them. Dictionaries will be subject to inspection by an Invigilator prior to the commencement of the examination.

All other students, whose mother tongue is not English, are expected to have the required language competence to undertake their course of studies and they are not permitted the use of dictionaries. The use of a dictionary by a student whose mother tongue is English will be regarded as a significant breach of regulations and will be automatically referred for interview with the Examinations Secretary.

4.1.8 Online exam regulation (ONLY applies to candidates taking their exams online)

- a) A proctor will complete a scan of the room where the student is sitting the examination online. The webcam will be used to do this.
- b) Students are not allowed to leave the room or the camera focus during the exam for any reason.
- c) No other person is allowed to enter the room or be present during your exam. The exam may be null and void should this happen.
- d) Students must sit at a clean desk or table located in a room where there is no noise from inside or outside
- e) Close all programs or windows on the laptop/computer before the exam begins.
- f) - Students cannot access any programs such as Excel, Word, Powerpoint, Skype or other communication programs or any other website unless specified on the exam paper by

lecturing staff. Microsoft Word may be opened and work saved into this should students experience an autosave malfunction in Moodle during their exam.

- g) Dress as though in a public setting
- h) Use of headphones, mobile phones or any listening equipment is strictly forbidden.
- i) Students are not allowed to use the toilet during an exam.

The following items are allowed on the desk/table **only if specified by lecturing staff that they can be used:**

- a) Books
- b) Paper
- c) Pens
- d) Calculators
- e) Textbooks
- f) Notebooks
- g) Phones

4.1.9 Academic Dishonesty

- a) Any alleged violation of the Exam Regulations may be brought to the attention of the Examinations Disciplinary Committee and will be investigated and addressed according to the relevant policies and procedures and penalties that govern that Committee.
- b) In the case of personation (pretending to be another person) both the personator and personated are liable to permanent exclusion from the Institute.
- c) Candidates are reminded that they must at all-time comply with the requirements of the IT Sligo Student Code of Conduct.

5. Records generated by this Policy

Records may be recorded and kept as per EXAM024 Student Disciplinary Procedure (Examinations).

Invigilator's reports

6. Measurement of Effectiveness of this procedure

NA

7. Revision History

Revision No	Description of Change	Issue Date	Status
000	This procedure replaces the Exam Regulations Revised 2013	25/10/2019	Approved by Academic Council