



## Procedure for Examination and Assessment Regulations

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## 1. Purpose

This procedure supports Atlantic Technological University's (ATU) *AQAE005 Marks and Standards Policy*, which sets out the policy for recording, aggregating, and ratifying student performances in each academic year. The Marks and Standards policy is used to determine student academic standing, eligibility for progression, eligibility for an award, and award classification.

The purpose of this procedure is to advise students of their responsibilities regarding the examination regulations for final examinations, either in-person or on-line or for coursework assessment. Each student has a responsibility to inform themselves of, and to adhere to the examination regulations set out in this procedure.

## 2. Scope

This procedure applies to all ATU students taking a final examination on programmes of the ATU. While the regulations are primarily focused on time-limited final examinations, they also apply, where applicable, to coursework assessment where the assessment is carried out under supervision of a lecturer or other person.

All lecturers and all administrative staff involved in the management of examinations are also responsible to familiarise themselves with the examination regulations in this procedure.

The Examinations Office has responsibility for monitoring compliance with examination regulations.

## 3. Reference Documents

No external reference documents applicable.

## 4. Procedure

### 4.1 Definitions

A **Final Examination** is a time limited invigilated examination undertaken after module delivery has concluded, where a candidate may be required to answer questions and return a written or digital script / answer book for marking.

**Coursework Assessment (CA)** may take on a variety of forms and includes but is not limited to assessment of practical work, laboratory work, project work, reports, essays, dissertations, oral presentations, assignments, work practice, quizzes, and class tests. Coursework assessment takes place in tandem with the delivery of a module, oftentimes in a continuous fashion.

An **Invigilator** is a person at an examination who monitors and supervises a student during an examination. They ensure that ATU examinations run as smoothly and efficiently as possible and in accordance with the university regulations. This may be in-person in a venue such as an exam hall/allocated room or virtually, in an on-line or remote environment.

A **Proctor** is a term often used to describe an invigilator in the context of a remotely invigilated or 'on-line' examination.

## **4.2 Communication with Students**

Once a student is registered with the University all communication to students throughout their study and up to the conferring or receipt of awards, will be through their ATU email address. Students are asked to check this regularly for official communications. A personal email address will only be used where a student does not have access to an ATU email yet or the access to the ATU email has expired.

## **4.3 Registering for Examinations**

4.3.1 It is the student's responsibility to ensure that they are registered on their programme and modules (including elective module(s)) by the deadline set out by the Registration or Examinations Office.

All students who are correctly registered with the ATU, who are in good financial standing with the ATU and who are not debarred from examinations for any reason, will be automatically registered to the first sitting of the examination associated with their module(s) in each academic year.

4.3.2 Any student who presents at an examination venue, who has not fulfilled their financial obligations will be able to take the examination but will not be able to access their results in their Student Self-Service Account and will not be allowed to progress to the next stage of their programme, or to graduate (if in the final year of a programme), until all obligations are resolved.

## **4.4 Registering for Repeat Examinations**

4.4.1 Students who are unsuccessful in their examinations are required to complete the repeat registration through their Student Self Service Account before they present for the repeat sitting within the same academic year.

4.4.2 Repeat students will be asked to click on a link in the Student Self-Service Portal which contains instructions for registering for repeat examinations. If a student has

difficulty completing this process, they should contact their local Examination Office (see contact details in section 4.16 at the end of this procedure) to request assistance.

4.4.3 If the Examination Board has specified a requirement to **Repeat Attend**, and this is subsequently communicated to the student following the release of the results, a student is not permitted to register for the repeat sitting within that academic year.

4.4.4 Students who are unsuccessful in their examinations in any year, and who are repeating the modules in a subsequent academic year are responsible to contact:

- the Registration Office in the case of
  - a **Repeat Attend** requirement for modules or
  - an overall academic standing of **Approved to Progress**
- the Examination Office (in the case of repeat examination/repeat coursework only)

in order to be correctly registered for repeat examinations in the following academic year.

4.4.5 A repeat registration fee of €100 per year/two semesters, or as set out in the ATU Fee Schedule will be applied to the student account. A due date for repeat registration is set out by the Examination Office annually. A higher fee may apply after this deadline. Failure to correctly register for the programme or repeat modules may result in students not being able to sit their examination and/or course work not being marked.

4.4.6 Students who complete the repeat registration and subsequently do not take the repeat examination(s) remain liable for all fees.

#### 4.5 Examination Timetable

4.5.1 The range of dates for each final examination session are set out in the Academic Calendar. The exact dates for each individual examination, including the start time and venue are published by the Examination Office on the main or local Student Hub at least four weeks in advance of the start of each examination session. Schedules are available on-line only.

4.5.2 The University 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.

4.5.3 It is the student's responsibility to check the date, time and venue for each of their examinations, particularly 24 hours in advance of each examination, to ensure there have been no changes to venues and/or times.

- 4.5.4 In relation to time zones, ATU uses the time zone abbreviation GMT - Greenwich Mean Time during Standard Time and IST- Irish Summer Time during summer time or daylight saving time (GMT + 1 hour).

#### **4.6 Arriving at, Entering, and Leaving the Exam Venue**

- 4.6.1 Each student must have a valid photographic ID to display on entering the exam venue and for display throughout the exam. The preferred ID is the ATU student ID card.

Other valid photographic ID may be accepted on a case-by-case basis if a student does not have a ATU Student ID and cannot obtain a replacement one at short notice. Examples of other acceptable valid photographic ID are a driving license or a passport. The final decision of the acceptability of the ID rests with the most senior Invigilator or Examination Officer in the venue.

- 4.6.2 Students are required to be in attendance at least 30 minutes before the commencement of each examination. Students should not enter the examination venue until requested to do so by the invigilator.

- 4.6.3 If a student arrives late, they may be asked to wait outside the exam venue until 10 minutes after the start of the examination when the announcements and paper distribution are complete.

- 4.6.4 Without the express permission of the Senior Examination Officer, students:
- will not be admitted to the examination venue if they are more than 45 minutes late,
  - will not be permitted to leave the examination venue until 45 minutes has elapsed from the time at which the examination began or within the last 30 minutes of the examination.

- 4.6.5 Each desk is assigned a unique number in each venue. Each student must leave their ATU student ID card (or other ID) visible on their desk for the purpose of checking, without undue disturbance, after the start of the examination. A seating plan will be set out for students at each venue and each student must sit and remain in the desk assigned to them by the invigilator.

- 4.6.6 Students must sign the attendance register at the start of the exam.

- 4.6.7 All students are advised to read the instructions on the cover page of the examination paper carefully before starting work.

- 4.6.8 If a student is given permission to leave the venue temporarily e.g. toilet visit, they will be accompanied by an invigilator. Both the student and invigilator will be required to sign a record indicating the timespan of the absence. Toilet breaks are recorded on *Form AQAE042\_002 Examination Venue Toilet Break Record Form*.

- 4.6.9 If a student is distressed or ill, the student may be permitted to leave the examination venue for a short period during an examination, accompanied by an invigilator, generally to a maximum of 30 mins, and to subsequently return to complete the examination, provided the continuity and quality of supervision is not affected.

The invigilator may, following consultation with the Senior Examination Officer, give a time extension to such a student at the end of the examination, equal to the period of absence or arrange for such a student to complete the examination in a separate venue under supervision. A signed record will be kept of the absence on *AQAE042\_001 Examination Venue Incident Report Form*.

#### **4.7 Examination Answer Books**

The following examination regulations apply to the use of answer books:

- 4.7.1 The student is not permitted to commence writing on answer books until the Invigilator instructs them to do so. Answer books must not be defaced or damaged.
- 4.7.2 The student will be supplied with as many answer books as required, but must return all answer books, whether used or unused, at the end of the examination.
- 4.7.3 The student must ensure their student ID number and the question number to which the material is related to, clearly appears on any additional sheets submitted (e.g. rough work, graph paper etc.) and that such material is inserted into and handed in with the answer book. This includes, where instructed, the examination paper itself.
- 4.7.4 Notice will be given 15 minutes before the end of the time allowed, the student should then arrange their answer books in order, attaching them together with a tag if directed to do so.
- 4.7.5 The student must remain seated until they have handed their answer book(s) directly to an invigilator and are given permission to leave the venue.

#### **4.8 Conduct During Examinations**

An Invigilator will remind students of some of the key regulations before the start of the examination (see Appendix 1). The following examination regulations apply to conduct in the examination venue.

- 4.8.1 ATU expects students to behave in a manner which ensures that all students and staff are treated with dignity and respect in accordance with the *AQAE006 ATU Student Code*. Students are expected to acknowledge the authority of the staff of ATU in the performance of their duties, and specifically in this case, the invigilation staff, both in person and on-line. Students must also respect the exam venue and its furniture.
- 4.8.2 Silence must be observed in the examination venue at all times.

- 4.8.3 Students are not permitted to bring food or drink (excluding water) into the examination venue. Water is allowed in a clear unlabelled container only.
- 4.8.4 No student shall aid, or attempt to aid, another student, or obtain, or attempt to obtain assistance from another student, or communicate in any way with another student in the examination venue.
- 4.8.5 A student must raise their hand if they wish to attract the attention of the invigilator during the examination.
- 4.8.6 It is the responsibility of each student to ensure they arrive prepared and have an adequate supply of pens, pencils etc. for each examination. The borrowing of such materials will not be permitted during an examination.
- 4.8.7 Non-programmable electronic calculators may be used except in specific examination papers where their use is expressly forbidden. Each student is responsible for ensuring they bring their own calculator and that it is in full working order.
- 4.8.8 Students must always obey the direction of the invigilator, university staff or online invigilator.
- 4.8.9 Personation (pretending to be another person) is a breach of the examination regulations and will result in immediate expulsion from the exam venue and referral to the Disciplinary Committee.
- 4.8.10 Use of a dictionary by a student whose mother tongue is English is not permitted.

#### **4.9 Prohibited and Unauthorised Materials**

The following examination regulations apply to the possession of prohibited and unauthorised materials.

- 4.9.1 A student is not permitted to bring into the examination venue, or have on their possession, any material(s), other than those explicitly permitted for the examination, supplied, or authorised by the Examination Secretary or provided as part of 'reasonable accommodation' agreed by the Access or Disability Office.
- 4.9.2 The following list includes, but is not limited to, the items that a student is not permitted to bring into the examination venue or have in their possession or under their control:
  - 1. Notes or any other material relating to the course/exam.
  - 2. Writing of any nature on one's person, e.g. on hands or arms.
  - 3. Annotations or inscriptions on permitted material.
  - 4. Annotations on back of calculators (calculators are checked by invigilators).
  - 5. Calculator cover.
  - 6. Programmable calculator.



7. Electronic dictionary.
  8. Mobile phone/Smartphone device/wearable technology.
  9. iPod/iPad/scanning pen or any electronic devices (excluding non-programmable calculator).
  10. Pencil case.
  11. Glasses case.
  12. Handbags, back packs, or other valuable items, such as mobile phones. Such items must be left outside the examination venue at their owner's risk. ATU are not responsible for loss or damage to personal belongings left unattended.
  13. Coats, jackets, hats, or other head-dress / headcover that could be used to conceal forbidden devices or materials or prevent facial identification. Head-dress / headcover worn for religious or medical reason is permitted.
- 4.9.3 Any material being brought into the exam venue may be subject to inspection by an invigilator.
- 4.9.4 When an invigilator has reason to suspect that a student is using concealed or unauthorised materials for the purpose of cheating, they can request the student co-operates with an inspection of such material.
- 4.9.5 Any student leaving the exam venue temporarily, if it is suspected that they have unauthorised material on their person may be asked to show the contents of their pockets.
- 4.9.6 Any student found in possession of a device or technology for the purposes of cheating, may be asked to provide an invigilator with access to their device so it can be examined, in the student's presence, for unauthorised material.
- 4.9.7 Any unauthorised device brought into an examination venue will be confiscated. Any unauthorised material will be removed and/or confiscated. ATU is not responsible for loss or damage to any confiscated devices or materials.
- 4.9.8 The invigilator may take a digital photograph of any material, device or device screens for reporting of an incident.

#### **4.10 Remote or On-line Invigilated Exam Regulations**

*This section applies ONLY to students taking their examination via on-line or remote proctor.*

- 4.10.1 Students will be informed by the On-line Flexible and Professional Development (OFPD) Department about the on-line invigilation facility which are available to students living abroad studying OFPD programmes, Erasmus students on a case-by-case basis and students with special circumstances on a case-by-case basis.
- 4.10.2 An On-line Examination Officer (OEO), working in the Examinations Office, will be responsible for managing the on-line examinations process.

- 4.10.3 The OEO is responsible for circulating an online survey / form to all students who are registered to OFPD programmes to select their preferred in-person exam centre or an on-line invigilation option (where the on-line option is available).
- 4.10.4 The OEO is responsible for managing the On-line Examinations page in Moodle or relevant virtual learning Environment (VLE) to ensure that the information contained is up-to-date and reflects the relevant examination session.
- 4.10.5 The OEO will access all requests for on-line invigilation and will allow this facility based on capacity and geographical distance from available exams centers. They will then be enrolled to the on-line Exams Page in the VLE. From there, all communication will be issued through the Forum which will appear as an email in the student ATU email account. This communication will entail all instructions and support information to guide the student through the On-line Invigilation process.
- 4.10.6 The student must complete the compulsory on-line test/practice examination to be permitted to use the on-line invigilation service. The student is responsible for payment of the relevant practice exam fee to the on-line invigilation provider if a fee is required.
- 4.10.7 Examination papers including the cover sheet and permitted resources, are submitted to GURU by each lecturer in line with the current submission deadlines and procedure. Explicit instructions of what items are allowed for the on-line exam must be recorded on the cover sheet of the examination paper by the lecturer.
- 4.10.8 The OEO will schedule each exam sitting with the on-line invigilation provider as per the ATU's examination timetable, including any specific instructions.
- 4.10.9 The student is responsible for booking an examination slot for their own on-line examination sittings as per the exam timetable, and paying the relevant fee to the on-line invigilation provider if a fee is required. By registering to take an exam using on-line invigilation the student consents to having their exam session recorded by the third-party invigilation company. Should a student not consent to having their examination recorded, ATU offers all students the opportunity to take the exam in nominated venues in Ireland.
- 4.10.10 The OEO will manage the uploading of examination papers and relevant answer books (if required) on the On-line Examinations page in the VLE. Examination papers are password protected and access is restricted by time and date. If the Quiz Function is used, answers will be entered into a text box and saved in the VLE.
- 4.10.11 Some exam papers, such as mathematics, may require the student to use pen and paper to complete the answers. In these instances, the student must show blank sheets of paper to the invigilator before starting the exam. The student is required to have a wide angle (180 degrees) camera for such exams. The student can use a

scanner or their mobile phone to scan and upload their exam submission to the Quiz Function answer drop box at the end of the exam.

- 4.10.12 The student must connect with their on-line invigilator at the designated appointment time given to them in advance of commencing their examination and complete the required identification and security checks, including photographic ID and a 360° pan of their exam environment using a webcam. Students should note that they should remove any personal items/identification from the space where they are sitting the exam.
- 4.10.13 Students should be aware that all exams are scheduled at GMT. Ireland uses the time zone abbreviation GMT - Greenwich Mean Time during Standard Time and IST - Irish Summertime during summertime or daylight-saving time.
- 4.10.14 No connectivity drops are allowed during the exam, the onus is on the student to comply with all technical specifications and testing required. If a drop occurs for longer than 2 minutes, the invigilator will do a complete scan of the room again, and the internal examiner may raise the issue for discussion at the Exam Board if they have a concern.
- 4.10.15 The on-line invigilation provider will record the students' screen and webcam for the entire duration of the exam and will store the recordings in line with the terms of their agreement with ATU. ATU will have access to the recording until the Examination Board has met or until any appeal has been resolved. All recordings will be erased by the provider after a defined period, unless a specific request for a copy has been made.
- 4.10.16 The student completes the exam using the Quiz function text box, or other computer application as approved for use by the lecturer. Files generated from other applications must be uploaded to the Quiz function text box (in the event of any issue, files can be submitted to the invigilation provider).
- 4.10.17 Should a student wish to access the recording of their exam they must contact the OEO as soon as possible after the exam, but no later than the consultation days set out in the Academic Calendar.

#### **4.11 Conduct During On-line Invigilated Exam**

*This section applies ONLY to students taking their examination via on-line or remote proctor.*

The following additional examination regulations apply to online invigilated exams:

- 4.11.1 Students are not allowed to leave the room or the camera focus during the exam for any reason.
- 4.11.2 No other person is allowed to enter the room or be present during the exam. The exam may be null and void should this happen.

- 4.11.3 Students must sit at a clean desk or table located in a room where there is no noise from inside or outside.
- 4.11.4 Students must close all programs or windows on the laptop/computer before the exam begins.
- 4.11.5 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.
- 4.11.6 Student must dress as though in a public setting.
- 4.11.7 Use of headphones, any listening equipment or wearable technology is strictly forbidden.
- 4.11.8 Mobile phones are permitted for scanning of handwritten work only and must be placed out of arms reach and in view of the camera for the duration of the exam.
- 4.11.9 Students are not allowed to use the toilet during an exam.
- 4.11.10 The following items are allowed on the desk/table only if specified by lecturing staff that they can be used:
- Book or textbook
  - Blank Paper
  - Pens/ruler/protractor/compass
  - Calculator
  - Notebook

#### **4.12 Permitted use of Dictionaries**

- 4.12.1 All students who met the admission requirements for ATU are expected to have the required language competence to undertake their course of studies through English and are not permitted the use of dictionaries. Dictionaries may not be used for examinations testing linguistic competence in modern languages.
- 4.12.2 Dictionaries are permitted where they are:
- Allowed as part of an approved reasonable accommodation, or
  - Part of the specific requirements set out by a lecturer on the examination paper.
  - Used by Erasmus students (Short International exchanges) from their mother tongue to English and *vice versa*.
- 4.12.3 Dictionaries will be made available to eligible students by the Examinations Office.
- Each Examination Office carries a limited selection of the more commonly used language dictionaries for use in each venue, however they cannot support all of the many thousands of languages spoken worldwide. A student who is permitted to use a

less common language dictionary is advised to check with the Examinations Office two weeks in advance of the start of the examination schedule to make arrangements for provision of a dictionary and/or inspection of the students' own dictionary for use.

#### **4.13 Religious Observance Restriction for a Final Examination**

An application must be submitted by the end of week 8 in each teaching semester, if a student wishes to make a request to highlight a restriction, on the grounds of religious observance, impacting their ability to take a final examination in the examination period.

The student must complete the application *AQAE042\_003 Religious Observance Accommodation Request Form* and submit to the relevant examination office by email, highlighting the module name, code, the applicable date(s) and the reason for the request. Some form of evidence must be submitted. This is usually in the form of a supporting letter from the faith leader of the community the student practices with. The University Chaplaincy Team can only provide this letter if the student is known to them and practices with them. If evidence cannot be provided, the student must indicate this and provide a reasonable explanation. The Examination Office may be in touch with the student to discuss it further.

The student will need to apply for each examination period which will be affected. The Examination Office will make every attempt to accommodate requirements when preparing the examination schedule wherever practicable.

#### **4.14 Breaches of Examination Regulations**

4.14.1 An AQAE042\_001 Examination Venue Incident Report Form will be completed for each examination paper to indicate that no incident occurred, or the details of the incident if one occurred. The Senior Invigilator or Examination officer in a venue should be notified immediately if any student is found to be in breach of any examination regulations in regard to their attendance, conduct (either in person or online), possession of prohibited or unauthorised material or any of the regulations set out in the sections above.

4.14.2 In addition, the following are also considered a breach of the examination regulations and are documented in incident report:

- Refusal by a student of any reasonable request for inspection of material brought with them to the examination venue.
- Refusal by a student of any reasonable request for inspection of their person or suspected unauthorised material found during the exams.

- Refusal by a student, who has left the examination venue temporarily and is returning, of any reasonable request to show the contents of their pockets or material about their person.
  - Refusal by a student or non-cooperation with a request to allow access to devices found during an exam.
  - Unauthorised use of a dictionary.
- 4.14.3 In general, a student who is alleged to have breached the examination regulations, will be allowed to continue the examination, once the incident has been dealt with, material confiscated, and a report completed. The report of the incident will be referred for a decision on disciplinary action.
- 4.14.4 Should the behaviour of a student jeopardise the successful running of the exam, they will be so advised and will be issued with a warning and informed that any further violation may result in their expulsion from the exam venue.
- 4.14.5 In the case of an in-person exam, should any further violation occur, the student will be asked to leave the exam venue, their examination script will be collected, and the student will be advised that they will be referred for disciplinary action where a decision on acceptability of the script and/or other penalty will be considered.
- 4.14.6 In the case of an on-line invigilated exam, should any further violation occur, the exam may be terminated, any completed work uploaded, and the case will be referred for disciplinary action where a decision on the acceptability of the script and/or other penalty will be considered.
- 4.14.7 An incident report *AQAE042\_001 Examination Venue Incident Report Form* will be completed with details of the student's name, number, incident details, times, confiscated material and any other relevant information. The report will be signed by the invigilator and the student before leaving the venue (in person exams).
- 4.14.8 The Examination Secretary will review all incident reports immediately following the examination session and will make a determination in regard to the breach of the Examination regulations in line with the *AQAE008 Procedure for Dealing with Academic Breaches of Assessment Regulations / Student Code*. The lecturer will be notified of the incident and outcome.
- 4.14.9 For minor infringements of the examination regulations, involving confiscation of material, the Examination Secretary can impose a fine as set out in the ATU Fee Policy. Fines will be charged to the student account before confiscated material is returned.
- 4.14.10 For incidents of a more serious nature or major infringement, the Examination secretary will refer them to the Academic Affairs Manager with responsibility for Examinations, for referral for further disciplinary action.

#### 4.15 Communication of Results

- 4.15.1 Provisional or Final results are communicated to students after each examination session. Results are provisional mid-stage, and final at the end of the stage or after the repeat results. Results will be available to each student in their Student Self-Service Account.
- 4.15.2 If a student has a **Defer** in one or more modules, they will still be able to access provisional or final results, with a grade of 'I' indicated for the deferred module(s).
- 4.15.3 If a student has a **Withheld** in one or more modules, they will still be able to access provisional or final results, with a 'WH' indicated for the grades that are withheld.
- 4.15.4 It is the responsibility of students to obtain their results on-line. Examination results cannot be communicated by telephone or by academic staff.

#### 4.16 Absence from Examination

Any student who arrives late and is not allowed to take the exam or is unable to take a final examination due to impaired performance may make an application to defer that final examination by deferring the module(s) under certain allowed grounds. See *AQAE032 Procedure for Deferral of Modules and Programmes* for details of how to apply.

#### 4.17 Lecturer Attendance at Examination Venue

Each lecturer must be available on campus or contactable through their office phone or through Microsoft teams for the duration of an examination which they have set. The lecturer must be contactable should any queries arise on the examination paper that cannot be easily clarified by an examination officer.

A lecturer may attend a venue to check a paper in accordance with local arrangements but must not enter the venue during the first 15 minutes of the exam.

#### 4.18 Examination Office Contact Details

ATU examination offices in the different campuses may be contacted using the following email addresses:

ATU Sligo                      examinations.sligo@atu.ie

ATU St Angelas              exams.stangelas@atu.ie

ATU Galway                  examsoffice.galway@atu.ie

ATU Mayo                     examsoffice.mayo@atu.ie

ATU Donegal                 exams.donegal@atu.ie

## 5. Documents Related to this Procedure

*AQAE042\_001 Examination Venue Incident Report Form*

*AQAE042\_002 Examination Venue Toilet Break Record Form*

*AQAE042\_003 Religious Observance Accommodation Request Form*

*AQAE005 Marks and Standards Policy*

*AQAE008 Procedure for Dealing with Academic Breaches of Assessment Regulations/Student Code*

*AQAE032 Procedure for Deferral of Modules and Programmes*

## 6. Measurement of Effectiveness of this Procedure

An anonymised report of examination processes and any breaches of examination regulations will be provided annually to the Academic Standards and Policy Committee for consideration, with recommendation(s) for change or action.

## 7. Revision History

<b>Revision No</b>	<b>Description of Change</b>	<b>Approval Date</b>
000	New Procedure. Approved by Academic Standards and Policy Committee of Academic Council	13 September 2024



## **Appendix 1: Typical Announcement to be read out before start of each Examination**

I wish to draw your attention to the following ATU exam regulations:

- No mobile phones, or electronic equipment, earphones etc. are permitted – if found using they will be confiscated and fine of €40 will be imposed to return them. If you have your mobile phone with you in this examination venue, then please raise your hand now to notify an invigilator.
- Place student card/ or ID card on the desk.
- Food or drink is not permitted, except for water in clear unlabelled bottle.
- Maintain silence and do not attempt to communicate with any other student.
- Raise your hand if you have any queries or if you wish to use the facilities.
- You cannot leave the venue within the first 45 mins of the exam or within the last 30 minutes.
- When you have finished, make sure you have filled in the front of the answer booklet and put your name and number on any additional material.
- Hand all answer books directly to the invigilator, do not remove answer booklets from the venue.
- Remain in your seat until invigilator indicates you can leave.
- When you leave the venue, please exit the building to avoid disturbing remaining students.

Any material brought into the examination venue may be examined, or any student leaving the exam venue temporarily. If it is suspected that you have prohibited material on your person, you may be asked to show the contents of their pockets.

### **Breach of Examination Regulations**

Any student having material or items in the exam venue, that could be used for the purposes of cheating may be asked to terminate the exam immediately.

If you are found to breach any exam regulation, you will be referred to the Examination Secretary for disciplinary action which may include a fine, fail grade or withholding of your result in this module or all modules, depending on the severity of the breach.

Good luck with your Exam.