

9. INSTRUCTIONS FOR EXAMINATION CANDIDATES

Candidates are obliged to familiarise themselves with the following instructions.

9.1 REGULATIONS

Learners must familiarise themselves with the following college documents:

- a) The regulations and procedures set out here,
- b) The relevant Student Information Handbook,
- c) Appeals Procedures,
- d) *Regulations and procedures of Professional Institutions if applicable.*

In particular, candidates must be familiar with any relevant

- a) Assessment schedule for the particular programme,
- b) Penalties for work submitted late,
- c) Procedures for seeking an extension due to mitigating circumstances.
- d) Assessment criteria used to mark submitted work,
- e) Guidelines for referencing and acknowledging work.

9.2 LEARNER RESPONSIBILITIES

Candidates must:

- a) ensure that they are correctly registered on programmes,
- b) ensure that they are correctly entered for examinations,
- c) attend examinations, class tests, practicals etc,
- d) complete all continuous assessment work as required
- e) immediately notify the Course Director (or his/her nominee) and/or class teacher in writing of reasons for absence from class tests, practicals etc. (supplying relevant documentary evidence)
- f) immediately notify the Course Director (or his/her nominee) in writing of extenuating circumstances that have impeded their examination/assessment performance and fully complete the mitigating Circumstances form.
- g) comply with any course and College requirements for receipting work.
- h) retain a copy of submitted work where possible *or photographic evidences where appropriate.*

9.3 EXAMINATION ATTENDANCE

3.1 Examination candidates should assemble at least 15 minutes before the examination starts.

3.2 No candidate may enter the examination hall 30 minutes after the examination has started. Late candidates must complete the late entrance form.

A candidate who arrives later than 30 minutes after the examination has started should contact a member of the Examination & Assessment Committee.

3.3 Extra time will not be allowed to a student who arrives late.

3.4 Candidates must sit at the desk allocated to them or to their group by the supervisors.

3.5 Candidates must sign the Attendance Record Register (Form B6.1.6)

3.6 Candidates must comply with any requests, or instructions from supervisors.

3.7 When you have completed your exam please raise your hand to alert the supervisor who will collect your script from you at your desk. Do not leave your desk until the supervisor comes to you. You must also sign out on the attendance sheet. Exam papers or any unused sheets of paper must not be removed from the examination centre.

9.4 EXAMINATION MATERIALS

4.1 Candidates must equip themselves with the materials required, i.e. pens, rulers, approved calculators, etc. as appropriate for each examination.

4.2 Candidates are responsible for ensuring that calculators, etc. are in working order.

4.3 Candidates will not be permitted to borrow materials from other candidates.

4.4 No dictionaries allowed.

9.5 EXAMINATION CONDUCT

5.1 Candidates must ensure mobile phones or other electronic devices are turned off, all phones, books, bags, coats and other possessions must be stored in the designated area.

5.2 **Candidates must have photo ID on their desk during examinations.**

5.3 Candidates are requested to alert the invigilator immediately if they notice anything amiss in the examination centre. **No complaints made after the exam can be entertained.**

5.4 Complete silence must be observed; eating is not permitted in the Examination Centre.

5.5 Candidates shall not begin writing until so instructed by the examination supervisor.

5.6 A candidate shall not, for any reason whatsoever:

- Communicate in any way with any other candidate.
- Have in his/her possession, use, or attempt to use any book or paper not supplied by the supervisor or specified on his/her examination paper.
- Aid or attempt to aid another candidate.
- Obtain or attempt to obtain aid from another candidate.

5.7 If a candidate breaches examination regulations, the contravention will be noted, and if the behaviour persists, the candidate will be asked to leave the hall.

5.8 A candidate must raise his/her hand if he/she wishes to attract the attention of the Supervisor.

5.9 **No Candidate may leave the examination centre until thirty minutes of the examination time has elapsed.**

5.10 A candidate may not leave the examination hall temporarily unless permitted by the supervisor and accompanied by an examination attendant

5.11 At the end of the examination period the candidates must cease work on the answer script immediately on instruction from the Supervisor.

5.12 Before submitting scripts each candidate must ensure:

- That the information required on the front of the examination script is completed in respect of each script submitted.
- That the candidate's name appears on any additional materials submitted (e.g. graph paper etc.) that the question number to which this material relates is clearly indicated, and that such material is inserted into and handed in with the script.
- If any examination material is not submitted to the supervisor before leaving the examination hall, it is deemed ineligible for marking.

5.13 At the end of the examination, each candidate must submit his/her script **and QQI exam paper** to the examination supervisor and again sign the Attendance Record register sheet in the appropriate column confirming the script has been collected.

Candidates must not:

- Write on any of the examination materials supplied (e.g. mathematical tables etc.) other than on the answer script.
- Remove or attempt to remove, from any script, any leaf, or part of a leaf.
- Remove or attempt to remove, from the examination hall any scripts, or part of a script whether used or unused.

9.6 GENERAL REMARKS

6.1 Candidates are expected to bring to the attention of the relevant subject teacher, at the earliest possible opportunity, any ambiguity in the requirements of an assignment. In a formal examination the candidate is expected to raise the issue with the examination supervisor.

6.2 Candidates must bring to the attention of the relevant subject teacher, at the earliest possible opportunity, circumstances preventing them completing a prescribed assignment in the allocated time.

6.3 Candidates must comply with any procedures in place for acknowledging that the submitted work was developed exclusively through their own efforts.

6.4 It is the responsibility of candidates to check the date, time and venue for each of their examinations. Candidates are also advised to check their relevant course notice board, general examinations notice board and intranet for any late updates or special notifications relating to examinations.

- 6.4 Candidates who do not sit examination(s) on the scheduled date(s), will not be able to sit the examination(s) again until the next formal examination session and will be required to pay a further examination entry fee.

Any Candidate, who misses an examination, must make a formal application to the Examination Board to enter for the next examination session (FORM B6.1.3).

Please note that missing an examination means that QQI examination results are not achieved in one examination sitting. This may affect a student's entry requirements for admission to Third Level Institutions, as most Third Level Institutions are now insisting that QQI certification is achieved in one examination sitting.

9.7 Cheating

The College defines the very serious academic offence of cheating as:

- a) The possession, use or attempted use of unauthorised material, books, notes, electronic aids or other materials in an examination
- b) Obtaining an examination paper ahead of its authorised release
- c) Unauthorised collusion, i.e. either aiding or obtaining aid from another candidate or any other person, where such aid is not explicitly permitted in the assignment
- d) Acting dishonestly in any way, whether before, during or after an examination or other assessment so as to either obtain or offer to others an unfair advantage in that examination or assessment
- e) Deliberate plagiarism

Sanctions:

If cheating is detected, the following sanctions may be applied:

1. Zero grading on the particular examination, assessment/coursework

2. Other forms of examinations, assessment/coursework undertaken in the particular academic year may also be declared void if this is considered appropriate or necessary.
3. Other sanctions as may be deemed appropriate. "*Other sanctions*" may well include the suspension of the student.

A student who is suspected of Cheating has the right to appeal.

If the student is dissatisfied, an appeal may be made through the college Examination and Assessment Committee or sub-committee thereof.