


Examination Regulations		
	3AS05	File Location:
		Current Revision: 06
		Approved by: Academic Council 12 June 2015
		Document Owner: AA&SAM
	3AS05.06	Document Level: 3

## Examination Regulations

### Revision History

Revision	Date	Revision Description DCRT#	Originator
01	25 August 03	Conversion of OP115	Lisa Whelan
02	22 March 2005	Reference to FETAC foundation certificate	Registrar
03	28 April 2008	Update of regulations 18, 19 and 22 for clarity and for developments in new technology	AA&SAM
04	2 December 2011	Update of regulations to ban use of mobile phones and electronic devices	AA&SAM
05	1 May 2012	Revision of regulations following Semester 1 exams	AA&SAM
06	12 June 2015	Update of regulations regarding use of calculators in examination venues and to replace HETAC & FETAC with QQI	AA&SAM

## 1. Purpose

This document records examination regulations for all examinations taken at the Institute.

## 2. Scope

This document applies to all students taking examinations at the Institute.

## 3. Regulations

1. All students must formally enter for examinations by paying the prescribed fee. This is done automatically by the examinations office for full-time and part-time students registered for QQI<sup>1</sup> courses, and QQI foundation certificate courses. The examination fee is included in the student contribution collected from each student. However, students must individually register for repeat examinations and pay the appropriate fee.
2. It is the responsibility of each student to make themselves aware of the dates, location and times of examinations, including all other assessment components. If the student has any queries regarding any component of the examination process, they should make enquiries to the Examinations Office, or School Administrator. It is the responsibility of the student to establish the outcome of examinations in a timely manner to allow progression to the next stage of the course or to reapply to attend repeat examinations.
3. Students having disabilities that may require special arrangements be put in place for their examinations should notify their Head of Department and the Student Services Office of their needs at the beginning of each academic year. Should the disability come to light during the academic year, the Head of Department and Student Services Office should be notified as soon as possible. If a student does not notify the Student Services Office in advance it may not be possible to provide any examination accommodations.
4. Students must assemble 15 minutes before the advertised time of the examination (30 minutes before their first examination) but should not enter the examination room until requested to do so.
5. Students must not bring into the examination venue, have in their possession, under their control, or within their reach:
  - i. Bags of any description
  - ii. Any books or papers
  - iii. Electronic or smart device (including iPods, iPads, laptops, earphones etc.)
  - iv. Programmable calculators
6. Students may bring into the examination venue pens, pencils, rulers as required for their exam provided that they are in a clear plastic bag.
7. Mobile phones may be brought into the examination venue provided that they are switched off and placed under the desk in a clear plastic bag for the duration of the exam.
8. It will be considered an offence and a disciplinary matter to use or attempt to use a mobile phone, programmable calculator or any other electronic or smart device (including iPods, iPads, laptops, earphones) in the examination venue. Students found to be using or suspected of using mobile phones, programmable calculators or any electronic device will be considered to be in breach of examination regulations and will be subject to disciplinary procedures. The mobile phone, programmable calculator or other electronic or smart device will be confiscated; an Institute official has the right to review any content which appears to be relevant based on section 2A (1)(d) of the Data Protection Acts 1988 and 2003. The mobile phone or electronic device will then be released. This could take a number of days.
9. A student will normally not be admitted to the examination room more than one hour after the start of the examination. Extra time is not allowed, unless arranged in advance with the examinations officer, as part of a special arrangement.
10. Students should seat themselves at the desk indicated by the supervisor or according to the seating plan displayed in the examination venue. Students will only be admitted on the production of a current valid ITB ID card.
11. Students are required to provide themselves with pen, pencils, rulers and similar materials as appropriate. Students will not normally be permitted to borrow materials from other students.
12. It is the responsibility of the student to ensure that they have been given the correct examination paper. Each student is required to read the instructions on the examination paper before starting the examination.
13. Examination answer books will be provided in the centre. All work should be done on the answer book(s) or other material provided.
14. Students must follow the directions of the invigilators in all matters relevant to the examination. It is the student's responsibility to ensure that they have signed the appropriate attendance sheet for each examination.
15. Students must bring their own calculator, where required, for examinations. Calculators will not be supplied. Calculators used in examinations must be silent, self-powered and non-programmable; a list of permitted calculators will be published on the exams page of the ITB website and as an appendix to this document. Calculators may not be passed from one candidate to another. Instructions for use may not be brought into the examination venue. Candidates must indicate on their answer booklets the make and model of any calculator(s) used in the examination.
16. Mathematical tables, if required, will be supplied.
17. Students must not commence writing until requested to do so.

---

<sup>1</sup> \*Quality and Qualifications Ireland (QQI – the body with awarding and quality assurance responsibilities previously governed by HETAC)

18. A student must not, while in the examination venue
  - i. Use, or attempt to use, any book, memorandum, notes or paper other than the examination paper and such answer books etc. as supplied to them by the invigilator.
  - ii. Aid, or attempt to aid, another student.
  - iii. Obtain, or attempt to obtain, aid from another student.
  - iv. Communicate, or attempt to communicate, in any way, with another student.
19. A student should raise their hand if they wish to attract the attention of the invigilator during the examination.
20. The student's ID number (and all other information requested on the script cover) must be entered on each script. The student's ID number must be clearly entered on all ancillary materials (e.g. graph paper) used.
21. A student must enter on the envelopes and answer books used by them the particulars required as to subject etc.
22. Any additional answer book(s), squared paper, etc., issued to the student whether used or unused, should be handed up to the invigilator.
23. Students wanting to leave the examination room temporarily may not do so unless accompanied by an invigilator, and may not bring any materials, mobile phones or electronic devices with them. Any time lost during such an absence will not be given to the student at the end of the examination. Students must sign the temporary exit form where the time of exit and return must be recorded.
24. If, after reading the question paper, a student should wish to withdraw from the examination, they may not be allowed to do so until one hour after the start of the examination. In certain circumstances students may be required to remain in the exam venue for the entire duration of the exam. No student may leave within the last fifteen minutes of the examination period.
25. A student must not, on any pretext whatsoever speak to nor have any communication with any other student during the examination. Any such communication will be regarded as a serious breach of the examination regulations. If a student needs to ask a question, the student should raise his/her hand and one of the invigilators will attend to the matter.
26. A student must not engage in any behaviour that would be disruptive to the running of the examination or to any other student. A student may be expelled from the centre if his/her behaviour might jeopardise the successful conduct of the examination.
27. At the end of the examination, a student must remain in their place until an invigilator has collected their script. It is the student's responsibility to ensure that their script is handed to an invigilator.
28. If a student is absent from any examination for any reason, a written explanation must be sent to the School Administrator immediately, together with a medical certificate if the absence was due to illness.
29. Any student considered to be in breach of these regulations may be subject to the Institutes disciplinary procedures.
30. In the event of a breach, or alleged breach, of these examination regulations, the student may, at the invigilator's discretion, be permitted to complete the examination. However, the Institute reserves the right not to return exam results to the exam board meeting following due investigation of the incident.

//ends