

Procedures for dealing with breaches of Exam Regulations

Remit

All suspected breaches of the University's Exam Regulations are investigated by the Examinations Security Group. The examination regulations are available on the Examinations Office website at www.nuigalway.ie/exams

Membership of the Examination Security Group

Its members are nominated by the Colleges and agreed by Academic Council. The Group is administered by the Examinations Office.

The Process

In the Exam Hall

If during an examination an invigilator suspects that a student may be in breach of the University's exam regulations, for example that a student is in possession of notes, the invigilator will report the incident to the Chief Invigilator. If upon further observation, the Chief Invigilator is concerned that a breach may be taking place, particularly if the student has notes (of any kind including on hands and arms), he/she may speak to the student at that point and remove the notes, or take the student to the bathroom to wash notes of hand/arm. The student will be allowed to continue with their exam, and a full report of the incident, together with the notes (or transcribed notes from hands/arms), will be sent to the Examinations Office

At an appropriate point during the exam, the Chief Invigilator will advise the student that a report of the incident will be made to the Examinations Office and that the student may be called to an interview by the Examinations Security Group. The student will be given an advice note to this affect.

After the Examination

The Chief Invigilator's report of the incident is sent to the Examinations Security Group (ESG), which meets during each week of the examination period. The ESG will review the report and decide if the student should be called for interview. (Where a student is found in possession of notes or other material which is not permitted in the examination hall, they are always called for interview by the ESG).

The Examinations Office will ring the student to advise them if and when their interview will take place. If the student wishes to contact the Examinations Office for more information before they have finished all of their written examinations, they may do so.

At the interview

The student may bring a friend to the interview with them for support, however, this person has observation status only and may not contribute to the discussion.

At the interview the ESG will ask the student to give his/her explanation of the incident, which occurred at the exam.

The ESG may also request information from other sources as appropriate, for example from the lecturer marking the exam paper, if they feel that the information provided may throw further light on the incident.

If necessary, the ESG may meet with the student more than once.

The Outcome

Once the ESG is satisfied that it has all the information necessary to make a decision, they will make a recommendation to Registrar and Vice President. Where the student is found to have been in breach of the Exam Regulations, depending upon the severity of the incident, a range of penalties may be applied. The most common penalty is a deduction of marks up to a 0 mark in the affected module. Where a mark of 0 has been applied, the student may repeat the examination if a repeat sitting is allowed by the Marks and Standards for the programme, however, the mark for the repeat examination will be capped at the pass mark for the programme which, depending on the programme, will be either 40% or 50%.

Being called for interview by the Examinations Security Group can be a stressful experience for students, therefore, to avoid being inadvertently called for interview by the ESG, students are advised to ensure that they read and abide by the University's Examination Regulations at all times.

In particular students should not take any of the following into the examination hall:

NO

- Notes
- Annotations on permitted material such as Law Acts
- Calculator covers
- Annotations on back of calculators (All calculators are checked by invigilators)
- Mobile phones (the phone will be confiscated and a fine of €20 must be paid for its return)
- Pencil cases
- Glasses cases
- Handbags (Students are advised not to bring handbags or other valuable items to examination centres, as these must be left outside the examination hall at their own risk.)
- iPods/iPads
- Walkmans
- Writing of any nature on one's person, e.g. on hands or arms.

The above list is not an exhaustive list.

**Examinations Office
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