



Code: QA229  
Title: Examination Regulations  
Date: 08/04/2014  
Approval: Academic Council Standing Committee

## 1. Purpose

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

## 2. Interpretation

**“Candidate”** is a person taking an examination.

**“Chief Invigilator”** is a person responsible for the management and co-ordination of examination venue(s).

**“ESG”** is the Examinations Security Group (ESG) which investigates all suspected breaches of the University’s Examination Regulations.

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

## University Examinations - Regulations

1. Each candidate is bound to inform himself/herself of the regulations governing examinations.
2. Personal examination timetables are available on the [Examinations Office website](#) only.
3. 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. The University 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 the University, including in this case, the invigilation staff, in the performance of their duties.
5. No examination card/number will be issued. Candidates will be seated according to a seating plan, set out by student identification (“ID”) number.
6. Bags or other personal belongings may not be left at or approximate to entrance or exit points to examination venues or within the examination halls. 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. The University accepts no responsibility for personal belongings left unattended.
7. Candidates are required to display for inspection their current University student ID card. A fine applies if a candidate does not have a valid student ID card at an examination.
8. Two seating plans will be displayed outside the examination hall, one bearing seat numbers and the other bearing the corresponding student ID number.
9. It is the responsibility of candidates to ensure that (s)he is answering from the correct examination paper. Candidates must check the title of the paper and read any instructions

carefully before commencing the paper. Candidates should be aware that examination papers could have questions on both sides of the sheet. Any queries should be brought to the attention of an invigilator immediately.

10. 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.
11. Candidates are required to be in attendance at least 15 minutes before the commencement of each examination.
12. Unless permitted to do so by the invigilator-in-charge, candidates
  - a. will not be admitted to the examination hall if they are more than 60 minutes late
  - b. 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
  - c. will not be allowed to return to the examination hall, except as provided for under 12 above.
13. Candidates are not permitted to commence writing on answer books until the invigilator instructs them to do so.
14. Candidates are required to enter carefully on the answer books the several particulars required. If candidates require anything during the examination, they should call the attention of an invigilator. Under no circumstances should they leave their places.
15. No candidate shall bring into the examination hall or have in his/her possession any materials other than those explicitly permitted for that examination.
  - a. 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.
  - b. 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 ESG.
  - c. 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 ESG.
16. Students are not permitted to take any of the following into an examination hall:
  - a. Notes
  - 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 (in addition to the breach of examination regulations, the phone will be confiscated and a fine must be paid for its return)
  - g. Electronic dictionary
  - h. iPod/iPad or any electronic devices (excluding non-programmable calculator)
  - i. Pencil case
  - j. Glasses case
  - k. Handbag

The above list is not an exhaustive list.

17. Erasmus (Course Instance 1EM1 only) and Visiting or Occasional (Course Instance 1OA1, 1OC1, 1OE1, 1OL1, 1OM1, 1ON1 and 1OS1 only), whose mother tongue is neither English

nor Irish, 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 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 Security Group. There is an exception for the “Cruinnscríobh agus Aistriúchán” exam (module code LN104 only) where a Gaeilge-Béarla dictionary is permitted.

18. No candidate shall take out of the examination hall any answer books, or part of an answer book, whether used or un-used, or other supplied material.
19. 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.
20. 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.
21. Plagiarism in any form is forbidden in all examinations.
22. Any irregularities of conduct may be reported to the ESG as provided for in ‘Procedures for dealing with Breaches of Examination Regulations’.
23. Any candidate found violating these regulations shall be liable to be requested to leave the examination hall by the Chief Invigilator, and to have their case reported to the Registrar and Deputy- President.
24. Candidates are reminded that they must at all time comply with the requirements of the NUI Galway Student Code of Conduct.

### Responsibilities

The Examinations Office has responsibility for monitoring compliance with examination regulations. All candidates at University examinations have a responsibility to inform himself/herself of the examination regulations.

Name	Responsibility
Examinations Office	Policy Owner
All candidates at University examinations	Compliance with policy
Examinations Office	Ensuring implementation of policy Monitoring and reporting compliance with the policy Revisions to the policy

### Related Documents /Attachments

Procedures for dealing with Breaches of Examination Regulations