



NUI Galway
OÉ Gaillimh

Policies and Procedures

Code: QA230
Title: Procedures for dealing with breaches of Examination Regulations
Date: 20/02/2014
Approval: Academic Council

1.0 Purpose

The purpose of this document is to define procedures for dealing with breaches of Examination Regulations.

2.0 Interpretation

“Candidate” is a person taking an examination.

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

“The Discipline Committee” is constituted under the [NUI Galway Candidate Code of Conduct](#) and for the purpose of this Policy shall act as a board of appeal

“ESG” is the Examinations Security Group (ESG) which investigates all suspected breaches of the University’s Examination Regulations. For the purposes of the NUI Galway Student Code of Conduct, the ESG is the “Designated Authority” as defined in the said Code and the final decision of the Registrar and Deputy- President under 5.4 below shall be deemed to be the decision of the ESG.

“Examination Regulations” are outlined in the Examination Regulations document.

“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.

“Marks and Standards” are regulations which apply to the assessment of Candidates’ performance on programmes of learning.

“Personation” is assuming the identity of another person.

“Student Code” is the NUI Galway Student Code of Conduct.

3.0 Breaches of Examination Regulations

All suspected breaches of the University’s Examination Regulations are investigated by the ESG. The Examination Regulations are available on the [Examinations Office website](#).

If any Candidate shall be adjudged by the Registrar and Deputy- President of the University, following a report from the ESG, to have violated any of the of the Examination Regulations, or in any other way to have acted improperly, (s)he will be subject to sanction.

4.0 Membership of the ESG

Members of the ESG are nominated by the Colleges and appointed by Academic Council. The Examinations Office provides administrative support to the ESG.

5.0 The Process

5.1 In the Examination Hall

If, during an examination, an Invigilator suspects that a Candidate may be in breach of the University's Examination Regulations, the Invigilator will report the suspected breach to the Chief Invigilator.

If, upon further observation, the Chief Invigilator is concerned that a breach may be taking place, particularly if the Candidate has notes (of any kind including on hands and arms), he/she may speak to the Candidate at that point and remove any notes, or escort the Candidate to the bathroom and require her/him to wash any notes from the hand/arm. The Candidate will be allowed to continue with the examination 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 or immediately on conclusion of the examination, as deemed appropriate by the Chief Invigilator, the Chief Invigilator will advise the Candidate that a report of the incident will be made to the Examinations Office and that the Candidate may be called to an interview by the ESG. The Candidate will be given a 'Breaches of Regulations in Examinations Venue' form with advice to this effect.

5.2 After the Examination

The Chief Invigilator's report of the incident is sent to the Examinations Office and the Examinations Officer meets the Chair and Vice Chair of the ESG each week during examination periods to decide if the reported breach falls into one of the following three categories:

- (a) No further action required
- (b) Report to result in the issue of a formal reprimand
- (c) Refer for interview with the ESG

A Candidate found in possession of notes or other material which is not permitted in an examination hall is always called for interview.

If a decision is made not to proceed further in the matter of the Chief invigilator's report, the Candidate will be so informed.

The Examinations Office will notify the Candidate if and when their interview will take place and will also send the Candidate a copy of the material being assessed by the ESG. The Candidate may submit a written statement to the Examinations Office in advance of the interview for consideration by the ESG.

5.3 At the interview

The Candidate 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 Candidate to give his/her explanation of the incident at issue.

The ESG may also request information from other sources as appropriate, for example from the lecturer marking the examination paper, if it feels that such input is relevant or required. If necessary, the ESG may meet with the Candidate more than once.

5.4 The Decision

Once the ESG is satisfied that it has all the information necessary to make a decision, it will make a recommendation to the Registrar and Deputy- President who will make a final decision. Where the Candidate is found to have been in breach of the Examination Regulations, depending upon the severity of the incident, the penalties are as follows:

- (a) Letter of reprimand
- (b) 5% reduction of marks for the relevant module
- (c) 10% reduction of marks for the relevant module
- (d) Zero mark for the relevant module
- (e) Zero mark for the relevant module with a cap on the mark for the repeat (if a repeat sitting is allowed by the [Marks and Standards](#) for the programme) of a pass mark for the relevant programme.

The Registrar and Deputy-President shall also have power to deprive the Candidate of the credit for his/her result in the relevant module, either wholly or in part, for having violated the Examination Regulations, and shall have power to exclude the Candidate from the particular examination for a period not exceeding two years. In cases of Personation, the personator and the personated shall be liable to permanent exclusion from the University.

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

Any or all records relating to breaches of examination regulations will be retained up to the date of graduation.

5.5 Appeal of Decision

A decision may be appealed to the Discipline Committee pursuant to the Student Code. In this event, the Discipline Committee acts as a board of appeal and its decision shall be final. The process and procedures outlined in the Student Code shall apply.

For the avoidance of doubt, notwithstanding that the ESG as Disciplinary Authority is authorised under the Student Code to refer matters by reason of their gravity or nature directly to the Disciplinary Officer (as defined in the Student Code) or the Discipline Committee, matters arising from a breach of the Examination Regulations will be dealt with initially by the ESG and shall only fall to be dealt with under the Student Code on referral or appeal.

6.0 Responsibilities

Name	Responsibility
Registrar and Deputy-President	Policy Owner
Examinations Office	Ensuring implementation of policy
Examinations Office	Monitoring and reporting compliance with the policy
Examinations Office	Revisions to the policy
All Candidates at University examinations	Compliance with policy

7.0 Related Documents

QA229 Examination Regulations