

Code: QA229

Title: Examination Regulations

Date: 29/01/2021

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. Scope

All NUI Galway examinations are governed by these regulations. All students must ensure that they have read and fully understand these regulations prior to sitting examinations.

3. 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. Personal examination timetables are available on the Examinations Office website only.
2. 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. Scheduling of an exam cannot be moved for any personal reasons including but not limited:
 - a) Work or religious commitments
 - b) Misreading the examination schedule
 - c) Attending family engagements
 - d) Holidays or travel
 - e) e) Time zone
3. 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.
4. No examination card/number will be issued. Candidates will be seated according to seating plan, set out by student identification ("ID") number.
5. 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.
6. 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.
7. Two seating plans will be displayed outside the examination hall, one bearing seat numbers and the other bearing the corresponding student ID number.
8. 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.
9. 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.

10. Candidates are required to be in attendance at least 15 minutes before the commencement of each examination.
11. 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 9 above.
12. Candidates are not permitted to commence writing on answer books until the invigilator instructs them to do so.
13. 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.
14. Students are expected to adhere to the highest standards of integrity and honesty when sitting examinations at NUI Galway.
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
- l. Adhesive tape e.g. Sellotape

The above list is not an exhaustive list and an invigilator may refuse a student entry to the exam hall while in possession of any item, which they deem could lead to a breach of examination regulations.

17. Erasmus (Course Instance 1EM1 only) and Visiting or Occasional (Course Instance 1OA2, 1OA3, 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 “Cruinnscriobh 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 answerbook.
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 times 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 Revisions to the policy

Related Documents /Attachments

Procedures for dealing with Breaches of Examination Regulations

Appendix 1 – College of Medicine, Nursing and Health Sciences Examination Regulation for Clinical Examinations

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. **“Corralling”**: Is a process whereby invigilators quarantine candidates between different sittings of the same clinical examination (i.e. following an earlier sitting of an OSCE, candidates are placed in a holding area without access to their mobile phones or other electronic devices - until the next cohort of candidates have finished the OSCE).

“Examination Centre”: The venue where the examination is taking place. For clinical examination this may include simulation centre, clinical skills ward or clinical spaces.

REGULATIONS

PRE EXAMINATION:

1. Each candidate is bound to inform himself/herself of the regulations governing examinations.
2. 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.
3. Examination timetables for in-house and clinical exams will be available on the relevant blackboard module announcement page. Each candidate is bound to inform himself/herself of these details.
4. No examination card/number will be issued. Candidates will be seated according to a seating plan, set out by student identification (“ID”) number.
5. 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.
6. Candidates must attend, in person, all components of the exam, including viva, where applicable.
7. Candidates are required to be in attendance at least 15 minutes before the commencement of written examinations. Candidates will be specifically instructed through Blackboard announcement and/or student NUI Galway email of time to attend for clinical examination.
8. Where corralling occurs pre and post examination rules apply during the corralling period.

DURING EXAMINATION:

1. 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.
2. Candidates arriving late for a clinical exam will not be permitted to progress with the exam. Candidates arriving late for other in-house exams are subject to university exam regulation 3 as outlined below.
3. 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 3 above.
4. 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.
5. If candidates require anything during the examination, they should call the attention of an invigilator. Under no circumstances should they leave their places.
6. No candidate shall bring into the examination centre 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 centre 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.
7. Students are not permitted to take any of the following into an examination centre:
- Notes
 - Writing of any nature on one's person, e.g. on hands or arms
 - Annotations on permitted material
 - Calculator cover
 - Annotations on back of calculators (All calculators are checked by invigilators)
 - 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)
 - Electronic dictionary
 - iPod/iPad or any electronic devices(excluding non-programmable calculator)
 - Pencil case
 - Glasses case
 - Handbag
 - Adhesive tape e.g. Sellotape

The above list is not an exhaustive list and an invigilator may refuse a student entry to the exam hall while in possession of any item, which they deem could lead to a breach of examination regulations.

8. Candidates at clinical examinations are permitted to bring a pen and stethoscope only into examination centre, unless otherwise directed by module lead.
9. Candidates must not communicate with or attempt to communicate with academics to seek exam assistance before, during or after the examination. Candidates who wish to query examination results can do so through the formal channel outlined in QA 235.
10. Candidates are expected to acknowledge the authority of the staff of the University, including the invigilation staff, in the performance of their duties, during the examination.
11. Candidates must not communicate with or attempt to communicate with or seek/provide assistance to any other candidate during the examination.
12. Candidates must not disturb any other candidate during the examination.
13. Erasmus (Course Instance 1EM1 only) and Visiting or Occasional (Course Instance 1OA2, 1OS3, 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 “Cruinnscriobh agus Aistriuchán” exam (module code LN104 only) where a Gaeilge-Béarla dictionary is permitted.
14. No candidate shall take out of the examination centre any answer books, or part of an answer book, whether used or un-used, or other supplied material.

15. No candidate shall take from the exam venue exam-related materials. This includes copying or saving exam material during or after an examination, any answer books, or part of an answer book, whether used or un-used, exam papers or other supplied material
16. 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.
17. 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 centre.
18. Plagiarism in any form is forbidden in all examinations.
19. Any irregularities of conduct may be reported to the ESG as provided for in 'Procedures for dealing with Breaches of Examination Regulations', see below.
20. 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.
21. Candidates are reminded that they must at all time comply with the requirements of the NUI Galway Student Code of Conduct.

POST EXAMINATION:

- 1. Candidates should not, post examination, share clinical examination cases/ content in the interests of the patient confidentiality.**

Appendix 2 – Regulations for Online and Proctored Examinations

1. Purpose

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

2. Scope

All NUI Galway examinations are governed by these regulations. All students must ensure that they have read and fully understand these regulations prior to sitting examinations.

3. Interpretation

“Candidate” is a person taking an examination.

“Invigilator/Proctor” 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. In these exceptional circumstances of exclusively remote assessment, the relevant Module Leader or nominee will act as Invigilator/Proctor for each examination and will be available for the duration of the exam to support the smooth running of the examination.

“Online Invigilator/Proctoring” used in preference to ‘remote proctoring’ since it references the critical role of the internet in providing a secure solution to the invigilation of exams. The term ‘remote proctoring’ can refer to any form of invigilation that occurs outside of standard exam location.

In a **“Live Proctored”** exam, a qualified proctor monitors the candidates, audio-video and screen share feeds in real time.

In an **“Automated Proctored”** exam the audio-video and screen share feeds of the test candidates are recorded during the test.

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

“**Online Timed exam**” is a scheduled exam taken either through a virtual learning environment such as Blackboard or through another online assessment platform

In an “**Online Proctored exam**” a candidate is monitored online during the exam duration typically with the help of a webcam, microphone and access to the screen of the candidate

University Examinations - Regulations

1. Personal **online timed examination** timetables are available on the Examinations Office website only. Assessment times are given in **local Irish time**. For candidates taking timed assessments in different time zones, you may indicate your time zone on your exam paper. Scheduling of an exam cannot be moved for any personal reasons including but not limited:
 - a) Work or religious commitments
 - b) Misreading the examination schedule
 - c) Attending family engagements
 - d) Holidays or travel
 - e) Time zone
2. The University reserves the right, where circumstances so require it, to change the times or any other aspect of the assessment arrangements henceforth.
3. Students are expected to adhere to the highest standards of integrity and honesty when sitting examinations at NUI Galway.
4. Candidates are required to treat any **online timed examination** with the same degree of integrity as any other formal examination. The examination process is to provide you with an opportunity to indicate the extent of your knowledge and understanding of the subjects of study.

Except for examinations which are explicitly stated to be 'Open Book' in nature (as will be indicated by the Module Leader), candidates should ensure that they have cleared a space around their computer free of distractions and materials which are not normally authorised in a traditional examination.

These include:

- 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
- f. Mobile phone/Smartphone device (**except** in examinations where Module Leaders have advised a mobile phone may be required to submit hand-drawn/hand-written diagrams/calculations)
- g. Electronic dictionary
- h. iPod/iPad or any electronic devices (**except** in examinations where Module Leaders have advised that such devices may be required to submit hand-drawn/hand-written diagrams/ calculations)
- i. Pencil case
- j. Glasses case
- k. Handbag
- l. Adhesive tape e.g. Sellotape

The above list is not an exhaustive list and an invigilator/proctor may refuse a student entry to the exam while in possession of any item, which they deem could lead to a breach of examination regulations.

5. It is the responsibility of the candidate to check that the technology s/he is using to complete the **online timed examination** is fit for purpose; has the necessary internet connectivity; and that all required software has been downloaded in advance of the **online timed examination**. Candidates are strongly advised to test access to Blackboard and relevant software on home computers/laptops prior to the scheduled examination slot.
6. Prior to logging on for the **online timed examination**, students should close down all other software other than that required for the examination itself (e.g. Blackboard running in a browser with no other tabs open, and/or Word if the examination requires the submission of a word-processed essay).
7. Candidates are required to be logged in to Blackboard at least 15 minutes before the commencement of each **online timed examination**.
8. It is the responsibility of candidates to ensure that (s)he is answering from the correct online examination. Candidates must check the title of the examination and read any instructions carefully before commencing the examination. Any queries should be brought to the attention of the Module Leader immediately.
9. Candidates are required to provide any paper, pens and other instruments required to complete the assessment.
10. Where candidates are required to write an essay/assignment and subsequently upload to Blackboard, or to scan (using mobile phone or hand scanner) drawings/diagrams completed during the online timed examination, for upload to Blackboard, an additional 30 minutes will be added to the time allotted for the online timed examination. This additional time is for uploading the exam only – candidates should not exceed the allocated time for completion of the assessment. It is the student's responsibility to ensure that the script is uploaded correctly
11. No candidate shall aid, or attempt to aid, another candidate, or obtain, or attempt to obtain assistance from or communicate in any way with another candidate or any other person during the **online timed examination**.
12. Erasmus (Course Instance 1EM1 only) and Visiting or Occasional (Course Instance 10A2, 10A3, 10C1, 10E1, 10L1, 10M1, 10N1 and 10S1 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. 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 “Cruinnscriobh agus Aistriuchán” exam (module code LN104 only) where a Gaeilge- Béarla dictionary is permitted.

13. Candidates of clinical examinations should not, post examination, share clinical examination cases/ content in the interests of the patient confidentiality.
14. Plagiarism in any form is forbidden in all examinations.
15. Module Leaders reserve the right to follow up with a student by interview if there is any concern in relation to the integrity of the examination.
16. Any irregularities of conduct may be reported to the Exam Security Group as provided for in ‘Procedures for dealing with Breaches of Examination Regulations’.
17. Candidates are reminded that they must at all times comply with the requirements of the NUI Galway Student Code of Conduct.

Proctored Examinations

18. **Candidates should note that the regulations below ONLY apply where candidates are required to take official exams in a proctored online environment run by the Examinations Office.** All candidates must ensure that they have read and fully understand the below prior to sitting online proctored examinations.
 - a. In an online-proctored exam, each candidate is monitored online during the test duration typically with the help of a webcam, microphone and access to the screen of the candidate.
 - b. To sit an exam in an online environment proctored each candidate will require:
 - i. A desktop or laptop computer* (*Exams cannot be taken on a tablet, Chromebook or mobile phone)
 - ii. A Microsoft Windows or Apple operating system

- iii. Recommended browsers are Google Chrome or Firefox with an up to date version of the browser (pop-up blocker must be disabled)
- iv. A built-in (or external) webcam Microphone
- v. An Internet speed of at least 2 Mbps download and 2 Mbps upload (mobile phone hotspots may not be suitable)
- vi. Student photo ID card.
- vii. A quiet space with an uncluttered desk and adequate lighting.

If for any reason the candidate does not have access to the above requirements to take an online-proctored exam the candidate must notify the exams office examsoffice@nuigalway.ie in writing no later than two weeks before the exam session begins. The candidate will then be facilitated with sitting the exam in person on campus with invigilators present.

It is the responsibility of the candidates to check their computers/laptops

- c. prior to the online exam start to ensure that they are working and that there is Wi-Fi connection. Please be aware it is not advised that candidates take any online exam through the use of their smartphone.
- d. Candidates who log on more than 60 minutes after the beginning of the online exam will not be permitted to sit the exam. Candidates who begin the online exam late will not be awarded additional time.
 - i. An invigilator/proctor may complete a scan of the room where the candidate is sitting the exam online.
 - ii. Candidates must show their student ID card to validate.
 - iii. Candidates may leave the room or the camera focus during the online exam to use the bathroom facilities. Equipment must be left running.
 - iv. The candidate must be alone in the chosen exam space, no

other person is allowed to enter the room or be present during the online exam. The exam may be deemed null and void should this happen.

- v. Candidates must sit at a desk.
 - vi. All programs excluding the online exam software should be closed during the online exam. Candidates cannot access any programs such as:
 - Excel
 - Word
 - PowerPoint
 - Skype or other communication programs or any other website unless specified on the exam paper by examining staff.
 - vii. Candidates are not permitted to wear hats or sunglasses.
 - viii. Use of headphones, earplugs (or similar audio devices) are not permitted. This includes Bluetooth earbuds.
 - ix. Use of mobile phones or any listening equipment is strictly forbidden.
 - x. Liquid is allowed in a clear container only.
- e. The following items are allowed on the desk/table only if specified by lecturing staff that they can be used:
- 1. Books
 - 2. Paper
 - 3. Pens
 - 4. Calculators
 - 5. Textbooks
- f. NUI Galway recommends that candidates remove all personal background items from their chosen exam space where possible.
- g. Candidates are required to treat any online proctored exam with the same degree of integrity as any other formal examination.

- h. In the case of personation (pretending to be another person) both the personator and personated are liable to permanent exclusion from the University.
- i. If there is, a full Wi-Fi connectivity or power outage (including use of mobile phone hotspots) during the online-proctored exam the University may seek confirmation from the providers of such an outage.
- j. Erasmus (Course Instance 1EM1 only) and Visiting or Occasional (Course Instance 1OA2, 1OA3, 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. 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 “Cruinnscriobh agus Aistriúchán” exam (module code LN104 only) where a Gaeilge- Béarla dictionary is permitted.
- k. If a candidate fails to adhere to these regulations during the online exam, the policy on Procedures for Dealing with Breaches of the Examination Regulations (QA230) will apply.
- l. These regulations are to be read in conjunction with all relevant NUI Galway policies and procedures, including GDPR and Data Protection policies.

Responsibilities

The Examinations Office has responsibility for monitoring compliance with examination regulations. All candidates taking 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 Revisions to the policy

Related Documents /Attachments

- Procedures for dealing with Breaches of Examination Regulations
- Emergency Undergraduate Marks and Standards for AY 2020-21
- Emergency Postgraduate Marks and Standards for AY 2020-21