

# Regulation for the Conduct of Students during Online Examinations



There are a number of issues to be aware of with regard to online examinations and all other forms of academic assessment. Please read these carefully. A set of regulations is also set out with regard to the conduct of students during online examinations. Please note that IADT has the expectation that all students will read and take note of these regulations.

## Academic Integrity

Due to the current COVID-19 pandemic, examinations in IADT have moved to alternate forms of assessments, including online exams. For all forms of assessment, IADT expect the highest standards of integrity from our students, whether they undertake their assessments as projects, essays, online or any other form of assessment. Please refer to the [Learner Charter](#), which states the expectations for the highest academic integrity throughout your studies with us.

## Deferral

For students who feel they are unable to complete their examination/assessment, by reason of ill health, access to technology, family responsibilities or any other reasonable concerns, the option of deferral is available to them. The deferral form, available [here](#), should be completed and forwarded to the relevant Faculty Administrative Office. It is important to note that these will be considered no fault deferrals, ie there is no academic or financial penalty applied.

It is important to note that, if a student opts to defer a single module to August but then fails it, it may be possible to progress into the following year whilst carrying this module. The final decision for this lies with the Exam Board. However, if they defer a number, or all, modules, and fail more than 10 credits, they will have to repeat, with attendance, into the following year (without being able to progress).

## Repeats in August

In the interest of fairness and consistency, regardless of any relaxation of the COVID-19 restrictions which may occur, the August repeat assessments will, **in all cases**, be carried out in the same online format as those of the Summer assessments.

## 1 Regulations for Conduct of Candidates during Online Examinations

- All online Exams will be run via Blackboard.
- Candidates will only be permitted to sit exams for subjects for which they are registered. Students who are not registered will not be able to take the online exam. Please ensure you are registered on the correct modules and have access via Blackboard.

- The online exams will be supervised by members of the exam team; the module lecturer will also be available to answer any query about the exam paper during the exam period.
- Candidates should check their computers/laptops prior to the exam start to ensure that they are working and that there is internet connection. Please be aware it is not advised that you take any online exam through the use of your smartphone.
- Candidates must type their student number and exam title on the first page of their answer document.
- All work should be done on your answer document and this can include rough work – rough work should be marked clearly as rough work, not part of an answer.
- It is highly advisable to save your work as you go; once you download your paper from Blackboard, please read all instructions clearly. Then save your document in the following format – Student Name, Number and Name of Module. Keep saving your document throughout the exam. We cannot advise this strongly enough.
- At the end of the examination period, candidates should upload their answer document to Blackboard – remember the file name should be in the format – Student Name, Number and Name of Module. Once your file has been uploaded, you will be considered to have completed your exam.

## 2 Issues before or during Examination

- If you have any issues such as illness during your exam, take some time out to see if you feel better (this may be anxiety because of the exam). You may have other issues such as problems with technology or access to technology, family responsibilities etc, and you feel you cannot continue the exam, please email your Head of Department to note this. You will be required to complete a deferral form for the exam, to complete it in August.
- Prior to the examination, any student who is unable to complete by reason of ill health, access to technology, family responsibilities or any other reasonable concerns that will prevent them from sitting an examination, should complete the deferral form available from <https://www.iadt.ie/study/current-student-info/leave-of-absence-deferral-of-assessment> and forward to their Faculty Administrative Office for processing. This will be considered a no fault deferral, meaning there will be no academic or financial penalty applied and you will be automatically registered for repeats in August.

## 3 Online Examination Behaviour

- No candidate shall aid, or attempt to aid another candidate by discussing answers via email, text etc.
- If a candidate wishes to ask a question, they should email [celine.blacow@iadt.ie](mailto:celine.blacow@iadt.ie) with the query, and the tutor will be asked to clarify the issue.
- Plagiarism in any form is forbidden in all examinations, theses or other academic exercises. IADT has a plagiarism policy available here

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[https://www.iadt.ie/content/files/00\\_iadtpolicy\\_IADT\\_Plagiarism\\_Policy\\_and\\_Procedures\\_January\\_2019.pdf](https://www.iadt.ie/content/files/00_iadtpolicy_IADT_Plagiarism_Policy_and_Procedures_January_2019.pdf)

- If any candidate is found to have violated any of the Regulations for Online Examinations, or in any other way to have acted improperly, whether discovered during the examination or afterwards, they will be liable to disciplinary procedures that incur serious penalties. This can include expulsion from IADT.
- Every candidate will be deemed to have read, understood and accepted the instructions and regulations governing the conduct of candidates during examinations once they present themselves for examinations. These regulations are available along with the examination timetable on the institute website and are posted on campus.