

# Regulations for Conduct of Candidates during Examinations

## 1 Regulations for Conduct of Candidates during Examinations

- Students are only allowed to bring pens, pencils, other individual items necessary for the exam (eg rulers) and bottled water into the examination hall.
- Students are **not** permitted to bring notes or written material of any kind, jackets, bags, iPods, mobile phones, pencil cases, glasses cases, food or drinks other than bottled water into the exam hall. These must all be left outside the examination hall – responsibility for the safety of these items rests with the student.
- Candidates are only permitted to bring in approved calculators to appropriate exams
- Candidates will only be permitted to sit exams for subjects on which they are registered. This includes elective modules and any modules that a student is repeating. Students who are not registered may be refused permission to sit the exam
- A valid student ID card is required for entry to the examination hall. This should be left on the candidate's desk during the examination for verification purposes. Where students do not present a valid ID card, they must complete an Unexpected Student Form which will be given to them by the invigilator
- Invigilators are present in the examination hall to ensure the proper conduct of the examination and to deal with the problems that may arise. Candidates must obey the directions of the invigilators. Please listen carefully to all announcements. If anything is required during an examination, candidates should call the attention of the Invigilator by raising their hand. Under no circumstances should they leave their examination desk. Invigilators are there to ensure the quality of the exams process but also to assist you if you require it
- Candidates should attend at the examination hall at least ten minutes before the commencement of their examination.
- Candidates who arrive after the commencement time of the examination must wait outside the examination hall and will be allowed in at the instruction of the invigilators at suitable intervals to avoid disruption to other candidates
- A candidate should not be allowed to enter the examination hall if they present themselves **later than an hour** after the examination is timetabled to commence. The time lost by the candidate may not be compensated for at the end of the examination period. In such circumstances, the late arrival of a candidate at the examination and/or any additional time given must be noted on an incident sheet and signed by the student.
- When requested, all candidates must occupy the place assigned to them in the examination hall.
- Students are required to sign an attendance sheet which will be brought around by an Invigilator during the exam
- Silence must be observed in the examination hall at all times
- Smoking and eating in the examination hall is not permitted.

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- Candidates must enter their student and desk number on the answer book. Students must use separate answer books for each section of the question paper, if requested.
  - All work should be done on the answer book or other material provided. Rough work must be done in the answer book and then crossed through to show that it is not part of the answer. Any additional paper should be included in your answer book when you hand that to the invigilator
  - If a candidate completes the examination paper before the end of the exam, they must hand their answer book to an Invigilator and leave the examination hall quietly.
  - No candidate will be allowed to leave the examination during the first hour of the examination.
  - Once a candidate has handed up their answer book and left the examination hall, they will not be readmitted unless there are exceptional circumstances.
  - A candidate who has finished their work at least 15 minutes before the time appointed for the conclusion of the examination should not leave the examination hall until the time appointed for the conclusion of the examination unless permitted to do so by the Invigilator. This is to ensure the minimum disturbance to the other candidates.
  - Candidates wishing to leave the examination hall temporarily may not do so unless accompanied by an Invigilator or a person authorised by the Exams Officer. No person may enter or leave the examination hall without the Invigilator's permission. If the candidate wishes to leave the examination hall, they must attract the attention of the Invigilator by raising their hand.
  - At the end of the examination period, candidates must remain in their seats until their scripts have been collected. Scripts must be handed up immediately on request to an invigilator.
  - No candidate is allowed to leave the examination hall with an answer book, blank or otherwise.

## 2 Illness during Examination

- Candidates who leave the examination hall during the examination for medical reasons will, if appropriate, be allocated extra time to complete the examination.
- The amount of extra time allocated will be at the discretion of the nurse on duty in consultation with the Exams Officer
- Prior to the examination, any student who is aware that illness will prevent them from attending an examination, should see their medical advisor and request a medical certificate for an appropriate period. If the certificate is granted, it must be forwarded immediately to the Exams Office accompanied by a deferral form and covering letter. This will then be forwarded to the relevant Faculty Office for processing

## 3 Expulsion from Examination

- A candidate may be expelled from the examination hall if their behaviour is such as might jeopardise the examination process.
  - The bringing of notes, drawings or other unauthorised materials into the examination hall is strictly prohibited. Notes, books or other materials should be left outside the examination hall.
  - Students found in possession of such notes or materials on their persons or body during an examination will be liable to disciplinary procedures.
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- No candidate shall aid, or attempt to aid another candidate. No candidate may, on any pretext whatsoever speak to or have any communication with another candidate. If a candidate wishes to ask a question, they should do so by first raising their hand to attract the attention of the Invigilator quietly.
- An invigilator cannot explain the meaning of an examination question.
- In cases of impersonation, the impersonator and the impersonated will be liable to disciplinary procedures.
- Plagiarism in any form is forbidden in all examinations, theses or other academic exercises. [IADT has a plagiarism policy which can be obtained from the Office of Academic and Student Affairs and the Faculty Offices]
- If any candidate is found to have violated any of the regulations of the 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.

## 4 Additional Regulations for Practical Exams

- Candidates must follow instructions on the exam paper for saving their work. Work must be saved onto the D: drive and onto a removable storage device (USB) supplied by the invigilator. It is the responsibility of the students to ensure that they know how to save material to the D: Drive or any removable storage device.
- Invigilators distribute USBs to each candidate. The candidate must write their name, student ID number, programme title, exam title & PC number on the USB label.
- Invigilators, at the end of the exam, collect these USBs
- At the end of the examination, special envelopes for practical exams are distributed and collected again by the Invigilators. Candidates must deposit their USB devices into the envelope and sign the completion statement. A candidate may not have or use any paper/notes of any kind. If rough work is required, an answer books will be provided which must be handed up at the end of the exam, with the USB.
- Candidates must not use any network resources unless otherwise directed
- IT technicians provide a support role at practical exams to deal only with technical problems in relation to malfunctioning operating systems or software, or faulty network connections.
- IT technicians do not demonstrate any IT procedures to students having difficulty in relation to completing tasks described on the exam paper.
- IT technicians do not assist students or demonstrate to students how to save their work to zip disks, or the hard drive. It is the responsibility of the students to ensure that they know how to save material to the desktop or any removable storage device.