

# Examination Regulations



## 1 Instructions to Candidates

Each learner has a personal responsibility to make themselves familiar with the following regulations as they pertain to all examination sittings at the National College of Ireland.

**KNOW THE RULES!**



## 2 Examination Regulations

- 2.1 The term “examination” in these Regulations should be construed to include reference, as appropriate, to written and oral examinations, assessment of programme work, project-work, etc., examination of theses, dissertations and similar work, and such other forms of assessment of candidates’ performance as may have been approved or prescribed by the College in relation to any programme of study or instruction, and cognate expressions should be construed accordingly.
- 2.2 It is each candidate’s responsibility to note carefully the days and times, as fixed on the timetable, for their registered subjects. Candidates are advised to regularly check their timetable for the duration of the examination session. The timetable is available in the exams section of the student portal: <https://myncistudent.ncirl.ie/exams/ExamTimetables/>
- 2.3 The college reserves the right, where circumstances require it, to change the times and/or venues appointed for holding examination or any other aspect of the arrangement.

2.4 A breach of examination and assessment regulations should be deemed to have occurred when any actual or attempted form of:

- Cheating
- Plagiarism, as defined in section 4.4 of this document
- Misrepresentation
- Bribery
- Falsification
- Impersonating or other such form of deception
- Possession of copies of examination question or examination paper, in advance of the examination being held
- Untrue claims to have carried out experiments / research

is perpetrated by a candidate whether acting alone or with any other person or persons.

2.5 Candidates should assemble 10 minutes before the advertised time of an examination but should not enter the examination room until requested to do so.

2.6 Smoking in the examination room is not permitted.



2.7 Except with prior approval of the Registrar, no eating or drinking is permitted in an examination room.

2.8 No candidate shall bring into the examination room or have in his/her possession while in the room, any materials other than those expressly permitted for that examination. Pencil cases are not permitted on desks.

2.9 Candidates should seat themselves at the desk indicated by their designated desk number as displayed on the notice board at the examination room entrance. They should not move any of the papers on the desk or commence writing until requested to do so.

2.10 Candidates are asked to leave their student identity cards visible on their desks for the purpose of checking.

- 2.11 The Invigilator will advise all candidates on how to complete the cover sheet of the answer booklet and will indicate that their registration numbers and/or any other number should be used.
- 2.12 It is the responsibility of the candidates to ensure that they are 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 the invigilator immediately.
- 2.13 Candidates must comply with an Invigilator's directions at all times.
- 2.14 Candidates may use rulers, drawing instruments, dictionaries and other reference books/documents if expressly permitted. Mathematical tables, if required, will be supplied. Candidates may not bring their own mathematical tables or statistical tables into the examination room. If a candidate wishes to use anything other than that is expressly permitted for that examination, this must have been previously agreed with the Examinations Office.
- 2.15 Silent non-programmable calculators may be used provided that the rules of any relevant external examining body do not specifically exclude them, module to any regulations that may be imposed. It is the responsibility of each Learner to ensure that his or her calculator is in working order. It is advisable to bring a spare battery. Candidates will not normally be permitted to borrow materials from another candidate.
- 2.16 Candidates shall not bring into the Examination room, nor have in their possession while in such examination room, any computing equipment or wearable technology including electronic organisers and programmable calculators, mobile phones, smart watches recording equipment, radio, books, notes, paper or any source of information pertinent to the examination or which might influence examination performance. Retention of any unauthorised material shall be construed as a serious breach of Exam Regulations. The learner is reminded that severe sanctions are attached to any such breach of regulations under the Code of Discipline.
- 2.17 If a candidate has a mobile phone in his/her possession in the examination room, whether this phone is powered on or off, the phone shall be removed and retained by the Invigilator. The Invigilator will bring the phone to the Examinations Office (Theatre One during Exam times) Examinations Office staff will check the phone in the presence of the candidate to ensure that the phone does not contain unauthorised material. If there are notes of any kind relating to any element of the candidate's course, the candidate shall be deemed to be in breach of the Examination Regulations. The candidate will then have to sign an "Exam Incident Form" and the Examinations Officer will report the matter to the Disciplinary Committee.



Similarly, if a mobile phone in a candidate's bag or jacket rings or the alarm activates during the examination, the phone shall be removed and retained by the Invigilator. The Invigilator will bring the phone to the examinations office and the candidate will be required to report to the Examinations Office to retrieve their phone.



All phones and smart watches should be stored in the candidate's bag in the designated area of the exams hall. If a candidate does not have a bag or suitable area to store the phone, plastic bags will be provided by invigilators. The device is to be turned off, placed in the plastic bag, sealed, and placed on the ground under the candidate's desk. After the exam the candidate may remove their device and return the bag to the invigilator.

- 2.18 No candidate will be admitted to the examination room more than thirty minutes after the start of the examination; in exceptional circumstances, however (and provided that no other candidate has left the examination room) a candidate may be admitted later, at the discretion of the Examinations Office. Extra time is not normally allowed.
- 2.19 If, after reading the examination paper, a candidate wishes to leave the examination room, he or she may not be allowed to do so until after thirty minutes from the start of the examination.
- 2.20 Candidates wishing to temporarily leave the examination room may not do so unless accompanied by a nominated attendant. In any event, no person may leave the examination room without the Invigilator's permission and no candidate may leave within the last thirty minutes of the examination period.
- 2.21 At the end of the examination candidates must remain in their place until an invigilator has collected their script(s). It is a candidate's responsibility to ensure that his/her script(s), answer sheets and unused answer books are handed to the Invigilator before leaving the examination hall.
- 2.22 If a candidate is absent from the examination for medical or other unavoidable reasons, they may apply for an Examination Deferral, this form must be submitted to the Examinations Office without delay, together with a medical certificate if the absence was due to illness. Details of submission of this form are listed on the form.
- 2.23 A candidate must not, on any pretext whatsoever speak to or have any communication with any other candidate; such communications will be regarded as a breach of the examination regulations. If candidates need to ask questions they should raise their hands and one of the invigilators will attend to them. Spare paper, etc. is to be obtained only from the Invigilator.



- 2.24 A candidate who is found to have unauthorised materials in her or his possession in the examination room shall be deemed to be in breach of the examination regulations. Books, notes, bags and coats must be left in the designated area.
- 2.25 Any written or printed materials not written on the official answer booklets or examination paper(s) shall be considered to be unauthorised materials. The unauthorised materials shall be removed and retained by the Invigilator. The same procedure will be followed where a candidate or candidates is or are considered by the Invigilator to have copied or attempted to copy another candidates answer(s) to an examination question(s).
- 2.26 In cases of impersonation, the impersonator and the personated shall be deemed to be in breach of the examination regulations.
- 2.27 If any candidate shall be adjudged to have violated any of the examination regulations, or in any other way acted improperly, the Academic Council will refer such matters to the Disciplinary Committee, as set out under the Code of Discipline ([www.ncirl.ie](http://www.ncirl.ie)).
- 2.28 An invigilator shall be empowered to inspect any material in the possession of a candidate during an examination.
- 2.29 Rough work should be included in the answer book and identified as such.
- 2.30 The candidate may NOT remove from the examination hall any items provided by the College other than the examination paper.
- 2.31 **Examination Results:** The official result of the learner examinations will be available on the MyDetails section of the Student Portal. Academic transcripts will not be posted out to any non-award year candidates. Do not telephone the college as results will not be given over the telephone.

