

Examination Regulations 2022-2023

National College of Ireland

General

Each student has a responsibility to make themselves familiar with the following regulations.

The term “examination” in these regulations includes reference to written and oral examinations, assessments, project-work, dissertations and research projects and any other forms of assessment of students that has been approved or prescribed by the National College of Ireland.

1. Before an examination

1.1 It is each student’s responsibility to check the dates and times for their modules on the examination timetable. Students are advised to regularly check their timetable for the duration of the examination session for updates. The timetable is available in the exams section of the NCI website: <https://www.ncirl.ie/Students/Exams/Exam-Timetable>

1.2 NCI reserves the right to change the dates, times and/or venues or any other aspect of the examination where circumstances require it.

1.3 Students should make themselves familiar with the examination regulations prior to their scheduled examination.

2. On the day of an examination

2.1 Students should arrive to NCI at least 30 minutes prior to their scheduled examination.

2.2 Students should check their seat number as posted outside of the appointed examination hall.

2.3 Students must check their belongings into the Bag Drop prior the start of their examination. Students can check what items are permitted in the exam hall on the NCI Support Hub (<https://ncisupporthub.ncirl.ie/hc/en-ie/articles/7868875407260-What-can-I-being-into-the-exam-hall->)

2.4 Students will not be admitted to the examination hall more than 30 minutes after the start of the examination.

2.5 Students should ensure that they have all required and permitted materials for their examination. Students will not be permitted to borrow materials from other students.

3. During an examination

- 3.1** A breach of examination and assessment regulations will include any breach of the Academic Honesty Policy or behaviour as noted in Appendix B.
- 3.2** Student's may bring a clear, unlabeled water bottle into the exam hall. No eating is permitted.
- 3.3** Students must leave their student ID cards on their desk.
- 3.4** The invigilator will advise students on how to complete the cover sheet of the answer booklet.
- 3.5** Students must check the title of the exam paper and all other details to ensure that they are answering the correct examination paper.
- 3.6** Students must always comply with the Invigilators directions.
- 3.7** Students cannot leave the examination hall until 30 minutes after the start of the examination.
- 3.8** Students cannot leave the examination hall without the Invigilators permission. Students wishing to temporarily leave the examination hall must be accompanied by an attendant.
- 3.9** At the end of the examination, student's must remain in their seat until an invigilator has collected all exam scripts. It is the student's responsibility to ensure that all exam materials including rough work are handed to the invigilator before leaving the examination hall.
- 3.10** Students found in possession of any unauthorized materials as referred to in Appendix A will be referred to the Disciplinary Committee for breach of examination regulations.

4. After an examination

- 4.1** Students who are absent from an examination for medical reasons or other extenuating circumstances can apply for an Assessment Deferral. Instructions on how to apply for an Assessment Deferral can be found on the NCI Support Hub (<https://ncisupporthub.ncirl.ie/hc/en-ie/articles/360014483460-How-do-I-apply-for-an-Assessment-Deferral->)

Appendix A – Materials in an examination hall

Materials permitted in an exam hall:

- Student ID
- Pen
- Drawing instruments including rulers
- Silent, non-programmable calculator
- Water bottle (clear with no labels)
- Mobile Phone/Wearable Technology including smart watches and fitness trackers (switched off, face down under desk)
- Wallet/Purse (4x4 inch, under desk)
- Dictionary (translation only)

Materials not permitted unless indicated by Exams Office

- Programmable calculator
- Mathematical Tables (to be provided by examinations office)
- Notes (for open-book exams only)

Materials not permitted under any circumstances

- Thesaurus
- Pencil case
- Water bottles with labels

Appendix B – Forms of academic dishonesty

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

- Collusion including speaking to another student during an examination
- Cheating
- Plagiarism
- Misrepresentation
- Bribery
- Falsification
- Impersonation - the impersonator and the personated shall be deemed to be in breach of the examination regulations.
- Possession of copies of examination question or examination paper, in advance of the examination being held
- Untrue claims to have carried out experiments / research