



Regulations for the Conduct of Examinations

Date approved:	11/04/2025	Date policy will take effect:	11/04/2025	Date of Next Review:	11/04/2028
Approving Authority:	Academic Council				
Responsibility:	Registrar, AASAM				
Consultation undertaken:	Examinations/Disability & Quality Office/AMPC				
Supporting documents, procedures & forms of this policy:					
Reference(s)					
Expiry Date of Policy (if applicable)					
Audience:	Public – accessible to anyone				
Category:	Examinations				

1 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment(s)
1	09/12/2011	Academic Council AC:DOC121:11:01	mobile phones must be turned off and placed in a clear plastic bag underneath a candidate's chair during examinations
2	01/11/2015	AMPC at meeting No. 32	Minor amendments to incorporate class tests
3	11/12/2015	Academic Council AC:DOC:145:06:01	Minor amendments to point 5.7 regarding data storage devices
4	08/04/2016	Standing Committee SC:DOC:49:03:01	Amendment to point 7, splitting it into 2 points. Point 8 now deals solely with mobile phones and their confiscation.
5	11/04/2025	Academic Council (Meeting No. 198) (AC:DOC:198:05:07)	Policy updated to cater for online proctored examinations.

Contents

1	Version Control and Change History	2
2	Purpose of Policy	3
3	Definitions	3
4	Application & Scope	3
5	Policy Statement.....	3
6	Roles and Responsibilities.....	5
7	Allegations of Examination Misconduct... ..	5

2 Purpose of Policy

The Policy Statement outlines to students the regulations for the conduct of examinations.

This document is structured to assist academics, administrators (Examinations Officers and Disability Officers) and invigilators, ensure equitable treatment for all candidates.

3 Definitions

Word/Term	Definition (with examples if required)
Invigilator	The word invigilator is used in relation to the person supervising the examination.
Formal Examination Session	The term refers to examinations that are organised centrally by the Examinations Office for modules that have a final examination component.

4 Application & Scope

1. All DkIT students and staff who are involved in written examinations
2. All external students who wish to conduct examinations in DkIT

5 Policy Statement

1. You should arrive at the examination venue, prepared to be seated fifteen minutes prior to the start of the examination; You should only enter the examination room when instructed by the Invigilator to do so.. If you arrive late, you must go directly to the invigilator before taking your seat. You are not permitted to enter the examination venue once the examination has been underway for 30 minutes.
2. You must not bring into an examination room any books, papers or information recorded in any form (except for any specified unmarked text allowed by the examiners). It is your responsibility to ensure that no such material is brought into the examination hall. [For 'Open Book' examinations, see item 22below].
3. You should sit in the area of seating indicated by the Invigilator and/or indicated on the notices displayed outside the examination room and on departmental notice boards.
4. During the formal examination sessions you must sign two attendance sheets, which the Invigilator will circulate.
5. You must place your student cards on your desk so that one of the invigilators can check it, without any disturbance, after the start of the examination.
6. You must not turn over the examination paper on the desk until the Invigilator asks you to do so.
7. You may use a calculator except in circumstances where this is expressly forbidden. No smart watches, laptops, netbooks, e-readers (Kindles etc), electronic dictionaries, iPads or tablet PC's, or any other device with data storage or communication capacity are permitted into the examination venue. Specific electronic equipment (such as

laptops and/or Dictaphones) may be used in exceptional circumstances (by, for example, students with disabilities and/or specific learning difficulties), but only by express prior written arrangement with the Disability Officer.

8. You are permitted to bring your mobile phone/handheld electronic device (including iPods, MP3 players) into the exam venue but it **must** be switched **OFF** and placed under your chair. Any student found in breach of this regulation will have their mobile phone/handheld electronic device confiscated. A release fee of €50 will be charged. The Institute is not responsible for loss or damage to confiscated mobile phones/handheld electronic devices. Subsequent breaches may result in further disciplinary proceedings.
9. It is your responsibility to ensure that you have an adequate supply of pens, pencils, ink, correcting fluid, drawing instruments etc. as you need.
10. You may not use dictionaries and other reference books unless expressly approved. Your examination paper will carry this approval where it applies. Mathematical and statistical tables, if required, will be supplied.
11. Any student who is a non-native English speaker, is permitted to bring a clean, paper copy of a direct translation dictionary (unless specified).
12. For formal examinations sessions only, the examination centre will supply answer books and graph paper as required. Rough notes may only be made in the answer books provided. You may not take answer books or parts of books, whether used or unused, from the examination room.
13. If you hand up additional material, other than a single answer book, you must use a treasury tag to hold them together. Invigilators will supply these.
14. You are not permitted to leave the examination room during the first hour of an examination. If you wish to leave the examination room temporarily, after the first hour, you must be accompanied by an Invigilator. You cannot leave the room temporarily during the first hour unless you have a medical certificate for this.
15. If you wish to withdraw early from the examination you may not leave the examination room, except in an emergency, during the first hour of the exam.
16. If you leave after the first hour you must do so quietly.
17. If you arrive late you will not be admitted to the examination room more than thirty minutes after the start of the examination. Extra time will not normally be allowed. In exceptional circumstances, only for formal examination session, and providing that no other candidate has withdrawn and left the examination room, you may be admitted later at the discretion of the Examinations Officer or Academic Administration & Student Affairs Manager.
18. You must not, on any pretext whatever, speak to or have any communication with any other candidate, or attempt to copy from another candidate. If you need to ask a question or obtain extra stationery, you should raise your hand. Complete silence must be observed in the examination room.
19. If you are distressed or ill during formal examination sessions you may be permitted to leave the examination room temporarily during an examination, accompanied by an Invigilator, and subsequently return to complete the examination, providing the continuity and quality of supervision is not affected. The Invigilator may, if deemed

necessary, give you a time extension at the end of the examination equal to the period of absence.

20. Before leaving the examination room, all candidates (including those withdrawing early) must hand in their answer books to the Invigilator.
21. An invigilator has the right to check and search your person and/or desk and has the right to remove and retain any material which is not permitted in the examination room, to note your name and seat number and confiscate your identity card. You will be allowed to complete the examination.
22. Spot checks may be carried out during each examination.
23. *[For Open Book Examinations only, when specified on the examination cover sheet]:*
Use of appropriate written or printed notes, course-related materials and reference papers or books IS PERMITTED. These materials can only be brought into the examinations hall BEFORE the exam paper is given out. No materials whatsoever are to be brought into the examinations hall AFTER the exam paper has been given out and the exam has commenced.
24. For remotely proctored/invigilated examinations, students must comply with all remote proctoring requirements, including identity verification, environment scanning, and adherence to academic integrity regulations. Any breach of examination conduct, such as unauthorised materials or disruptions, may result in the exam being voided. Refer to Appendix 9 of the Examination and Assessment Policy and Procedure.

6 Roles and Responsibilities

The Invigilator has responsibility to ensure that examinations are conducted in line with these regulations.

Students have responsibility to observe the Student Code of Conduct and to inform themselves about the regulations that concern the use of particular Institute facilities, laboratories, procedures (including those relating to examinations and assessment) and equipment.

If a student is entitled to alternative and/or supplementary examination arrangements (generally students with disabilities and/or specific learning difficulties), it is their responsibility to register with the Disability Office within five weeks following their registration, and no later than four weeks prior to the start of examinations.

7 Allegations of Examination Misconduct

Possession of any unauthorised material or device shall be construed as a serious breach of Examination Regulation. Candidates will be required to handover such materials to the Invigilator and instructed to continue with their examination.

The invigilator should, immediately after the conclusion of an examination, make a written report of any irregularity or breach of the Examination Regulations to the Examinations Officer, and should submit with it any confiscated material.

Breaches of the Examination Regulations, and in particular cases of suspected cheating, are Major Offences in the Institute's Code of Conduct, and the Examinations Officer will escalate to Formal Procedure Stage 2 of the Student Code of Conduct.