

Conduct of Examinations Guidelines (In-Class Assessments)

Date approved:	11/12/2015	Date policy will take effect:	11/12/2015	Date of Next Review:	11/12/2018
Approving Authority:	Academic Council				
Responsibility:	Vice-President for Academic Affairs and Registrar, Academic Administration and Student Affairs Manager (AASAM)				
Consultation undertaken:	Examinations Office Disability and Quality Office Institute Management and Planning Committee (IMPC)				
Supporting documents, procedures & forms of this policy:	Regulations for the Conduct of Examinations (https://www.dkit.ie/examinations/documents-and-policies/conduct-examinations)				
Reference(s)					
Audience:	Public – accessible to anyone				
Category:	Student-Centred Learning, Teaching and Assessment				

1 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment(s)
1	11/12/2015	Academic Council (AC:DOC:145:06:02)	Guidelines approved for the first time.

Contents

1	Version Control and Change History	2
2	Purpose of Guidelines	3
3	Application and Scope.....	3
4	Guidelines	3
5	Roles and Responsibilities.....	4

2 Purpose of Guidelines

1. The purpose of these guidelines is to provide information on the conduct of in-class assessments.

3 Application and Scope

1. The guidelines should be read in conjunction with DkIT's *Regulations for the Conduct of Examinations* and specifically relate to in-class assessments that are similar in structure to those administered by the Examinations Office that have a final examination component.
2. The guidelines apply to all DkIT students and staff who are involved with in-class assessments.
3. Academic staff member(s) will normally invigilate assessments conducted in-class.

4 Guidelines

1. You should arrive at the in-class examination venue, in time for the examination. You should only enter the in-class 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 in-class examination venue once the examination is underway.
2. You must refer to any books, papers or information recorded in any form (except for any specified unmarked text allowed by the examiners).

For Open Book Examinations only when specified on the in-class 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 in-class examinations venue before the examination paper is given out. No materials whatsoever are to be brought into the examinations venue after the examination paper has been given out and the examination has commenced.

3. During the in-class examination you must sign an attendance sheet, which the Invigilator will circulate.
4. You must not turn over the examination paper on the desk until the Invigilator asks you to do so.
5. You may use a calculator except in circumstances where this is expressly forbidden. You are permitted to bring your mobile phone/handheld electronic device (including iPods, MP3 players) into the in-class exam venue but it must be switched OFF and placed in a bag under your chair. 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 (e.g. students with disabilities and/or specific learning difficulties), but only by express prior arrangement with the Disability Officer.
6. It is your responsibility to ensure that you have an adequate supply of paper, pens, pencils, ink, correcting fluid, drawing instruments etc. as you need.
7. You may not use dictionaries and other reference books unless expressly approved. Your examination paper will carry this approval where it applies.

8. Any student who is a non-native English speaker, is permitted to bring a clean, paper copy of a direct translation dictionary (unless specified).
9. You are not normally permitted to leave the in-class examination room, except in an emergency. If you leave you must do so quietly.
10. If you arrive late you will not be admitted to the in-class examination room more than thirty minutes after the start of the examination. Extra time will not normally be allowed. In exceptional circumstances, providing that no other candidate has withdrawn and left the examination room, you may be admitted later at the discretion of the Invigilator.
11. 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, you should raise your hand. Complete silence must be observed in the in-class examination room.
12. Before leaving the in-class examination room, all candidates, including those withdrawing early, must hand in their answer book(s) to the Invigilator.
13. 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 in-class examination room, to note your name and confiscate your identity card. You will be allowed to complete the examination.
14. Spot checks may be carried out during an in-class examination.

5 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.