

Examination and Assessment Policy and Procedure

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3	11/04/2025	Academic Council (Meeting No. 198) (AC:DOC:198:05:04)	Policy updated to cater for online proctored examinations.

Glossary

Assessment	The process by which evidence of performance is collated and compared with the standards of knowledge, skill and competence and a judgement made on learner achievement of the standards. <i>(QQI Quality Assuring Assessment Guideline for Providers Revised 2013)</i>
Deferrals	In the case of illness or bereavement or other circumstance, a decision may be made by an Examination Board to defer a candidate's result to enable the learner to complete specific outstanding requirements of the course or examination. A deferral is not counted as an attempt.
Examination	An examination provides a means of assessing a learner's ability to recall and apply knowledge, skills and understanding within a set period of time and under clearly specified conditions. <i>(QQI Quality Assuring Assessment Guideline for Providers Revised 2013)</i>
Examination Appeal	The re-consideration of the assessment decision by an independent reviewer. Learners are required to state the grounds for the requested appeal on the decision of the examination board.
Examination Recheck	The procedure which involves confirmation that all elements submitted for assessment were considered and assessed and that no errors occurred in the recording, collating or combining of marks. The recheck also confirms that the summary mark as presented to the Institute Examination Board was correct.
Formative assessment	This informs a learner how to improve their learning and is generally carried out in the early stages of, or during, a module. Formative assessment provides feedback on a learner's work, and is not necessarily used for certification purposes. The emphasis in formative assessment is on encouraging more understanding by learners of their respective strengths and weaknesses and gaps in knowledge, skills and competencies.
Invigilator	Someone who supervises an examination on behalf of the Institute and monitors examination candidates to prevent breach of examination regulations.

Programme	A learning experience designed and offered by a provider based on predetermined standards and leading to an award. <i>(QQI Quality Assuring Assessment Guideline for Providers Revised 2013)</i>
Reasonable Accommodation	This is defined by the Equal Status Act 2000-2004. A reasonable accommodation is any means of providing special treatment or facilities if, without such accommodations, it would be impossible or unduly difficult for the person to avail of the service provided by the educational establishment. <i>(QQI Assessments and Standards Revised 2013)</i>
Summative assessment	This is generally carried out at the end of a module e.g. written examination. It is comprehensive in nature.

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Section 1: Introduction

1.1 Introduction to Dundalk Institute of Technology

The Regional Technical Colleges Act 1992 specifies that the Institute's Academic Council is appointed by the Governing Body to assist it in the planning, co-ordination, development and overseeing of the educational work of the Institute. The Institute's Academic Council has the responsibility to propose to the governing body regulations to be made by the governing body for the conduct of examinations and for the evaluation of academic progress and to assist in implementing any regulations which may be made by the governing body

1.2 Scope of Examinations & Assessment Regulations

This Examination & Assessment Policy applies with effect from September 2016 and sets out the policy and procedures of Dundalk Institute of Technology for the examination and assessment of students and applies in conjunction with the Institute's Marks and Standards and the Regulations for the Conduct of Examinations. Dundalk Institute of Technology Marks and Standards applies to all examinations leading to awards of the Institute and describes procedures up to the ratification of results by the Academic Council. <https://www.dkit.ie/registrars-office/academic-policies/marks-standards>. The Regulations for the Conduct of Examinations deals with all aspects of the conduct of examinations in the Institute. <https://www.dkit.ie/examinations-office/documents-policies/conduct-examinations>

The Office of the Registrar has responsibility for the examination and assessment of all students on DkIT accredited programs and incorporates the functions of the Examinations Office.

This policy is informed by the Guidelines for Managing Assessment Processes, a guide developed in consultation with HEI's, in January 2016, to offer a reference document for good practice for the Institute in relation to managing examination and assessment processes. https://www.dkit.ie/system/files/guidelines_for_managing_assessment_processes_report_2016.pdf

Section 2: Examinations & Guiding Principles

This examination policy applies to all learners on DkIT accredited programs:

- The Institute has developed regulations for the conduct of examinations which include statements of what constitutes a breach of these regulations: <https://www.dkit.ie/examinations-office/documents-policies/conduct-examinations>.
- Learners are informed at induction of the regulations for examinations and the consequences of breaches in the regulations.
- Learners are informed, one month prior to each examination session, of full details of the particular examination including time, location, duration, and of the link to the Regulations for the Conduct of Examinations.
- The venues for examinations are fit for purpose and reasonable accommodations are made where appropriate.
- The Institute endeavours to identify reasonable accommodations well in advance of the assessment by a needs assessment process.

2.1 Written Examinations

- 2.1.1 A procedure is in place to ensure the logistics and security of the transport, distribution and retention of the correct examination papers and scripts to and from the invigilated examination venue. ([Appendix 1](#))
- 2.1.2 Procedures are in place to ensure the appropriate invigilation of examinations, incorporating responsibilities, behaviour in the examination hall, procedures for managing the conduct of the written examinations and any potential breaches of the examination regulations. ([Appendix 2](#)).
- 2.1.3 A procedure is in place regarding learner conduct in invigilated examination venues. ([Appendix 3](#)).
- 2.1.3 A procedure is in place for management of issues arising during invigilated examinations. ([Appendix 4](#)).
- 2.1.4 A procedure is in place to deal with unauthorised materials in invigilated examinations. ([Appendix 5](#)).
- 2.1.5 All assessment material is kept secure in accordance with the Institute's Records Retention Schedule Document.

2.2 Non-written Examinations

- 2.2.1 It is Institute policy to preserve evidence of non-written assessment which can be verified subsequently; these methods may include recording and or videotaping the assessment. It is recommended practice that there be at least two examiners present during an assessment. Detailed records of the assessment should be kept.
- 2.2.2 A separate procedure is in place for musical performance assessment. ([Appendix 6](#)).

Section 3: Collation & dissemination of examination results

3.1 Key principles applied to the collation and dissemination of results:

- 3.1.1 All assessments are evaluated and marked by the relevant internal examiners in a fair and consistent manner.
- 3.1.2 The results of all elements of assessment are recorded in a timely fashion.
- 3.1.3 Learners are informed of the results for each element of formative and summative assessment in a timely manner.
- 3.1.4 The internal examiners are required to review learner results to ensure the results of all elements of assessment have been included prior to the Examination Board meeting.
- 3.1.5 An external examiner should review a representative sample of assessments (formative and summative) to ensure consistency.
 - 3.1.5.1 The external and internal examiners will agree the final mark to be awarded for each module.
- 3.1.6 The Institute's Marks and Standards have clear terms of reference which include the authority and membership of the Examination Board.
- 3.1.7 An Examination Board is held to determine the learner results for each programme.
 - 3.1.7.1 Each learner's results are considered and agreed at the Examination Board meeting.
 - 3.1.7.2 Any changes to learner results agreed at the Examination Board will be made to the learner's examination record.
 - 3.1.7.3 Access to the results element of the learner's record is then restricted.
- 3.1.8 Changes to the ratified results of a learner can only be made with signed approval by the Registrar on a change to broadsheet form.
- 3.1.9 Provisional results are published and notified to the learners after the formal Examination Board meeting.

3.1.10 Results are provided to learners in compliance with Data Protection and other legislation.

- Learner results are available online.
- To comply with data protection learner results are not placed on public notice boards.
- Learners can print off copies of their results from the online system.
- Learner results are not given over the phone
- Learner results are not given to any third party, unless written authorisation by the learner is provided.
- Learner results/awards are final once ratified by the Academic Council

3.2 Processing of Examination results for students with holds on their accounts:

3.2.1 A hold may be placed on a students' account by the Examinations Office where there are outstanding fees, disciplinary matters pending or if so directed by the Registrar.

3.2.2 When a hold has been placed on a student's account results are entered and will appear on a Broadsheet and are processed as normal by the Examination Board.

3.2.3 Any student with a hold on their account will have their Online Results and Official Transcript withheld.

3.2.4 Learners with a hold, other than disciplinary, on their account can be informed of their results verbally but no certified information will be provided.

3.2.5 Learners with a disciplinary hold on their account cannot be provided with any information on results until the disciplinary process has been completed and the hold removed.

3.2.3 Any student with a hold on their account outstanding fees will be unable to Graduate.

The Institute has a procedure in place for processing examination results for students with holds on their accounts. ([Appendix 7](#))

Section 4: Examination Deferrals

The Institute's Marks and Standards determine the Institute Policy on Deferral of a module. The Institute has a procedure in place, approved by Academic Council, with regard to examination deferrals, Guidelines for Learners seeking a deferral of final examination(s). ([Appendix 8](#))

Section 5: Process for academic appeals of examination results

5.1 Key principles

- 5.1.1 The grounds for recheck and appeal of examination results are established in Marks and Standards
- 5.1.2 All learners are entitled to view their assessment materials and to obtain feedback if required.
 - 5.1.2.1 There should be a facility available to learners to review their assessment materials with their internal examiners in a timely manner.
 - 5.1.2.2 The internal examiners feedback should be clear and concise, giving the learner a full understanding of their assessment.
 - 5.1.2.3 Where an internal examiner identifies a discrepancy corrective action should be taken. This process should be managed by the Head of Department/Head of School. The Registrar should be informed of the discrepancy and the corrective action to be taken (change to broadsheet form).
- 5.1.3 Outcomes of review or appeal of examination results may result in no change, additional marks allocated or marks removed.
- 5.1.4 Learners and the relevant Head of Department are informed in a timely manner of the outcome of any recheck or appeal.
- 5.1.5 Where there is a change to a mark and/or result, the learner's record will be amended to reflect the change.

5.2 Recheck of Examination Results

Learners have the right for the results of their assessments to be rechecked to ensure that no errors were made in the inclusion (all elements fully marked) and collation of the marks.

- 5.2.1 Rechecks are carried out on a timely basis.
- 5.2.2 Rechecks are normally carried out by the Head of Department or his/her nominee.

5.3 Appeal of Examination Results

The Appeals Process considers and makes decisions on appeals of examination results made by learners.

- 5.3.1 Learners are provided with clear grounds under which an appeal of an examination result can be made and guidance as to what the grounds may entail.
- 5.3.2 The lines of authority for the appeal process are clearly stated, including the acceptance or rejection of appeals applications. The appeal process is formally documented in Appendix 4 of the Institutes Marks and Standards https://www.dkit.ie/system/files/marks_and_standards_v6.
- 5.3.3 Learners must clearly set out the reasons for the appeal and submit as much supporting evidence as possible.
- 5.3.4 The appeal process is led by an independent person(s) who was not involved in the original assessment. The outcome of the appeal is determined by the independent person(s). The outcome of the appeal is notified to the Registrar, who formally notifies the learner, the internal examiner, the Head of Department, the head of School and the Academic Council as appropriate.
- 5.3.5 Appeals should be decided within a reasonable time frame.
- 5.3.6 A record is made of the decision of the appeal. This decision is communicated formally to the learner, the internal examiner, the Head of Department, the Head of School, the Registrar and also reported to Academic Council.
- 5.3.7 Where there is a change to a student's marks as a result of the appeal, consideration is given to any impact that the appeal may have on other learners who have undertaken the same assessment.

Section 6: Reporting to Academic Council

The Academic Council determines what information and annual reports it requires on all issues relating to examinations including the following:

- Examination results presented for ratification
- The Registrar's Office provides information on the number of requests for rechecks, reviews and appeals and their outcomes.
- Reports from the Registrar on the external examiners reports, trends/major issues and actions taken to rectify any shortcomings identified.
- Reports from the Registrar on any other relevant issues relating to examinations

Section 7: Feedback

The Institute is committed to fair, transparent and consistent assessment practices.

Where complaints arise, the Institute ensures that they are addressed fairly and promptly and in accordance with fair procedures and principles of natural justice.

A feedback form is available on the Examinations Webpage.

Any learner wishing to make a complaint regarding their assessment experience should be directed to the DkIT Complaints Procedure (www.dkit.ie/student-services/complaints/procedure).

Applicants who are unhappy with the outcome of their complaint to the Institute may make a further appeal to the Office of the Ombudsman. By law, the Ombudsman can investigate complaints about any of DkIT administrative actions or procedures as well as delays or inaction between the Institute and the applicant.

8: Monitoring and Evaluation

The Examinations staff and School Administration meet annually to review processes. Changes in administration practices are implemented in line with this user feedback. Any revisions to policy are submitted to Academic Council for approval.

Appendices

Appendix 1: Security of Examination Papers and Scripts

The following outlines the procedure to ensure the logistics and security of the transport, distribution and retention of the correct examination papers and scripts to and from the examination venue.

- The Examinations Office maintains a Strong Room for the security and distribution of examination papers in advance of each examination session.
- Each School Office delivers the sealed packets of examination papers to the Strong Room in advance of the scheduled examinations.
- The Examinations Office checks the examination paper against the Venue Report prior to the examination session.
- The Chief Invigilator for each venue collects the sealed packets of examination papers and other materials required for the examination from the strong room, at least 30 minutes prior to the scheduled start of the examination.
- The Chief Invigilator transports the examination papers directly to the venue.
- The Chief Invigilator organises the distribution and collection of the examination papers, and other required materials, to and from the learners.
- Upon completion of the exam, the Chief Invigilator brings the examination scripts, in sealed packets, directly to the Examinations Office.
- The Chief Invigilator signs each examination packet into the Examination Script Log.
- The Examination Office retains the sealed envelopes awaiting collection by the internal examiner.
- The Internal Examiner signs the sealed envelope out on the Examination Script Log.
- In cases where the internal examiner requests that a non-member of staff collect the paper on their behalf, they must send this request in writing to the Examinations Office and the nominated person must present photo ID when signing out the examination scripts.
- In cases where there are satellite examinations the following applies:

The Examinations Office organise the secure transport of examination papers, and other relevant materials, to a nominated individual in the relevant off site venue.

Appendix 2: Procedures for Invigilation of Examinations

The following are the procedures with respect to invigilation of written examinations.

1. All examinations should have a sufficient number of invigilators.
 - 1.1 A senior (Chief) invigilator is assigned to each examination venue.
 - 1.2 Invigilators receive appropriate training of their roles and responsibilities which is recorded for their reference.
 - 1.3 Invigilators must highlight to the chief invigilator, where applicable, or to the Examinations Officer if they have any conflict of interest.
 - 1.4 Invigilators are responsible for the activities in the examination venue.
 - 1.5 Invigilators provide clear instruction to the learners regarding the examinations which are taking place.
2. Invigilators should ensure that all examination regulations are adhered to.
3. Protocols are in place to provide guidance to invigilators during the examinations in dealing with:
 - Any breach of examination regulations and to minimise the disruption to other learners
 - Incidents where the allocation of additional examination time may be justified
 - Learners who are disruptive to the proper conduct of the examination for other examinees
 - Examination irregularity reports are completed after each Examination and given to the Examinations Officer
4. Invigilators collect all assessment material for all learners who have signed the assessment attendance sheet.
5. A record is kept of all attendance.
6. Invigilators ensure that no unauthorised material is allowed in the examinations hall.
7. Invigilators ensure that the correct conduct is adhered to throughout the examination by learners
 - 7.1 Additional time is allocated to compensate for any disruption to the examination. An incident report is completed by the invigilator and a copy of the report given to the Examinations Officer
8. If a learner wishes to leave the examination hall before the examination is over he/she must signal for the invigilator and hand his/her scripts to the invigilator.

Appendix 3: Procedures in Examination Venues

The following sets out the procedure in examination venues.

1. A process is in place to ensure that learners gaining entry to the examination venue are logged.
2. Learners are required to be in the examination venue in sufficient time before the commencement of the examination.
 - 2.1 Learners arriving 30 minutes or more after the scheduled commencement of the examination to the examination venue will not be permitted access as this disrupts other learners.
 - 2.2 Learners are allowed to leave the examination for a short comfort break but they will be escorted by an invigilator at all times. A record of comfort breaks by learner will be noted.
3. Learners must sit in designated seats where assigned.
4. Strict silence must be observed once the invigilator commences distribution of papers.
5. An announcement will be made prior to the start of the examination regarding health and safety and regulations.
6. The examination question papers and answer books are not to be turned over until learners are instructed to do so by the invigilator.
7. Learners are not permitted to leave the examination venue until a period of 60 minutes has elapsed after the examination has begun to minimise disruption to other learners undertaking examinations, and the collection of learner scripts by invigilators.
8. Learners are not allowed to return to the examination venue having handed in their examination answer book(s) and left the venue.
9. Valid Institute photographic ID must be on display at all times during the examination.

Appendix 4: Procedures for management of issues arising during invigilated Examinations:

The following sets out the procedure for dealing with issues during invigilated examinations.

1. It is the responsibility of the Chief Invigilator to check the examination paper to ensure it matches the outside of the examination envelope, any discrepancies should be reported to the Examination Officer prior to the commencement of the Examination.
2. If any issue arises during the examination pertaining to the examination paper the Chief Invigilator must contact the Examinations Office.
3. Any issues which arise during the examination must be logged on the appropriate query log. Once the issue has been resolved and notified to learners it must be documented on the query log.
4. Where an issue not pertaining to the examination paper arises, e.g. with the venue, illness etc., the Examination Office is notified. Once the issue has been resolved it is noted on the query log.
5. The School Offices will be notified of relevant queries and must keep their own query log accordingly.
6. At the end of each examination session, the Query Logs from the venue and from the Examination Office are compiled. Where appropriate the issues are put on the Agenda of Examination Review Meeting. Queries/irregularities are also logged on the Examination Report that is presented to Academic Council with the Results for Ratification.
7. Institute staff, other than invigilation and examination staff, must not enter a venue without first receiving permission from the Examinations Office.

Appendix 5: Procedures for dealing with unauthorised material in invigilated Examinations:

Learners are informed in advance of every Examination that having unauthorised material in the examination venue will result in disciplinary action.

1. Unauthorised material may include, but is not restricted to, paper, smart devices, electronic dictionaries, pencil cases, any handwritten materials or notes.
2. Spot checks for unauthorised materials are carried out during every examination by invigilators and any such items are confiscated.
3. A learner found in possession of unauthorised materials and/or copying from another learner and alleged to be in violation of examination regulations must be reported to the Examinations Office.
4. Mobile phones are permitted in the examination but must be turned off and placed on the floor. Any breach will result in the immediate confiscation of the phone.

Appendix 6: Procedure for Performance Assessment

This procedure should be read in conjunction with the Institute's Regulations for the Conduct of Examinations.

- Students should perform in a professional manner with due respect for examiner(s) and other students.
- Students should be aware of their responsibilities regarding their behaviour as representatives of the Department of Creative Arts, Media and Music with due respect for their audience and surroundings.
- Nothing should be brought into the assessment venue without prior agreement of the examiner(s) and/or lecturer(s).
- Mobile phones and electronic devices are normally not permitted in assessments except in cases where a student requires the device in order to play a backing track, to display notation/chords or to be used as a prop, set or sound element. In all instances, devices should be switched to "Airplane Mode".
- Instruments, equipment, props and costumes should not be altered or added to without prior agreement of the examiner(s) and/or lecturer(s).
- A learner is not permitted to use their own electrical musical equipment without prior consent.
- Sheet music may be permitted by prior agreement with the lecturer but it must be free from extra-published notation and directions unless prior approval has been obtained from the lecturer.
- For theatre and drama performances, scripts with notation may be permitted with prior agreement with the lecturer.
- Examiners and accompanists are not permitted to prompt the examinee during the course of the assessment.
- Students should submit programme notes for group and solo music performances in accordance with the guidelines for producing programme notes. Programme notes must be submitted in advance to the relevant lecturer as per timeline agreed with the lecturer.
- For performance assessments, students should wear appropriate black clothing, unless otherwise advised by the lecturer.
- For performance assessments, students and accompanying participants should be dressed professionally and appropriately to the context of the performance. Any queries should be addressed to the lecturer prior to the assessment.
- Students should notify the lecturer of all technical requirements in advance of the assessment for discussion with the technicians.
- Students should note that sound-checks are not to be used for rehearsal. The time allocated should be used efficiently for the performer(s) to familiarise themselves with the performance space and bring about the optimum audio requirements.
- Students should arrive promptly for their sound-check (where applicable) at the allocated time.
- Students should present at the venue 15 minutes prior to the commencement of the assessment to prepare, tune and/or warm-up as appropriate.
- Performance assessments may not be recorded by students or audience members.
- Late entry or re-entry to the performance space will only be permitted during a suitable break in the performance.

Appendix 7: Procedures for Processing Examination Results for students with holds on their accounts

Outstanding Fees Hold

Official Transcripts are withheld until fees are paid in full. This includes any student who takes a repeat subject for which they have not registered and paid. Verbal information on examination results will be permitted but no certified information will be provided.

Any student with outstanding fees will be unable to Graduate.

Registration Fees outstanding:

Hold code is AR.

System will not allow student to register on any further stages, courses.

When student attempts to view online results, they will get a message stating ***“Your Web Access has been disabled please contact the Examinations Office for information about your account”*** and will not be able to view their results

The system will not allow a transcript to be produced

The result will still appear on a Broadsheet and can go through an Exam Board.

The system will not include the student on the Result List that is sent to Academic Council for Ratification but the student can be manually added during the checking process by the Examinations Office.

Examination (repeat) Fees outstanding:

Hold code is EF.

System will not allow student to register on any further stages, courses.

When student attempts to view online results, they will get a message stating ***“Your Web Access has been disabled please contact the Examinations Office for information about your account”*** and will not be able to view their results

The system will not allow a transcript to be produced

The result will still appear on a Broadsheet and can go through an Exam Board.

The system will not include the student on the Result List that is sent to Academic Council for Ratification but the student can be manually added during the checking process by the Examinations Office.

Disciplinary Hold:

Any examination results hold arising from a Disciplinary enquiry is given the code of ER. This code has the same effect as the codes detailed above.

Note:

When students in the above situations are put through Examination Boards, they should be processed as normal and **not** given an overall result of **Withheld**. If they go through an Examination Board with an overall **WH**, a Change to Broadsheet will be required to change this overall result.

A list of all students with a Hold on their account will be sent to the School Offices in June and September.

Schools should give students verbal confirmation of results if there is a hold on their account but no written certification of results should be provided until such time as the hold is removed. Where the hold is disciplinary no information should be given verbally or otherwise.

Appendix 8: Guidelines for Learners seeking a Deferral of Final Examination(s)

The purpose of this procedure is for learners to bring to the attention of the examination board any circumstances which could adversely affect their examination performance, e.g. illness, bereavement, accident, independently vouched personal circumstances, etc. This information is considered by the Examination Board, whose members make a final decision as to the validity of the application and whether it is sufficient grounds for examination deferral. If an examination is deferred this means that the next available sitting is regarded as the first attempt at the examination. Learners should be aware that if an exam is deferred to the Autumn sitting, they will not have the opportunity of a 2nd attempt within the academic year and this may have implications for their progression.

This procedure should not be used for situations where examinations are missed due to learners' mismanagement of their examination schedule (e.g. late for exam, mixing up dates or venues, etc.), issues related to student disability which have already been dealt with through the Disability Office or issues covered by the Examination Appeals process. Please note final examinations cannot be waived or replaced with other types of assessment.

To apply for a deferral of final examination, you must:

1. Complete the first section of the Application Form for Deferral of Final Examination(s), describing in as much detail as possible the grounds on which you are seeking a deferral of examinations (please note the information provided will be treated in strict confidence).
2. Attach independent, authoritative documentation to support these grounds (e.g. letter from hospital consultant or GP, letter from DkIT counselling service, etc.).
 - a) The attached evidence must be presented on headed notepaper, signed and dated.
 - b) Submissions made on medical grounds should be in the form of a letter or detailed certificate provided by the health professional. It must include the following information:
 - Dates affected by extenuating circumstances
 - Medical reason for seeking deferral
 - c) Photocopies of evidence will not be accepted.
 - d) The evidence presented must demonstrate that the extenuating circumstances affected the student during the period of the final examinations.
3. Submit the application and evidence to the Department or School Office within 5 working days of the last scheduled examination. The form should be addressed to the Head of Department (or Section) and marked 'confidential'.

Note: Applications submitted *after* the examination results are issued will only be considered in exceptional circumstances.
4. The outcome of your application for deferral of final examination(s) will be evident in your examinations results. If your application is successful an 'I' grade will appear in the relevant module(s). The deliberations of Examination Boards are strictly confidential.
5. If you are successful in obtaining the deferral, it is your responsibility to ensure that you are registered with the Examinations Office for the next available sitting of the examination.

Appendix 9: Remote Invigilated Exam Procedures

This appendix applies to students taking their examination via online remote proctoring. Its purpose is to provide support and guidance around procedures associated with taking online exams that are remotely invigilated. With remote invigilation, students complete their exam on a computer using a third party application and are supervised over the internet by a remote invigilator or proctor (an invigilator or proctor is a person who oversees exams). Students have the flexibility to take their exam at a suitable location of their choice.

Where appropriate, students will be enrolled to the online platform for their remotely invigilated exam via support from the School and Exams Office teams. Each enrolled student will receive log in details to the third party platform, along with any specific instructions for the exam. They will then be guided through a procedure to download and install the third party's candidate application and carry out a short system check, which ensures their computer is all set for the exam. Students should carry out this test on the device and network they will use on the day of their exam. Students do not need any special equipment for a remotely invigilated exam, a standard desktop or laptop with a webcam, a microphone and good quality internet connectivity will suffice. Following the check of their devices (webcam, microphone, speakers, screen share), the students can then book the date/time of their exam. Students are responsible for booking their exam date/time booking on the third party platform – this must be completed in at least 72 hours in advance of the exam taking place.

Engagement with the third party platform's tutorial will outline all instructions and support information to guide the student through the online, remote invigilation process. If the candidate's equipment fails on the exam day, there are limited troubleshooting steps the third party's support team can work through.

The student must connect with their online invigilator at the designated appointment time given to them in advance of commencing their examination and complete the required identification and security checks, including photographic ID and a 360° pan of their exam environment using a webcam. Students must have a mobile phone with a functioning front-facing (selfie) camera available at the time of check-in. Invigilators may require students to use their phone to scan areas of their exam environment that are not visible to the primary webcam, including the area around their laptop. Students should note that they should remove any personal items/notes/books/phone/tablet/paperwork/post-its etc. from the space where they are sitting the exam.

When students log into the system on the day of their exam, any exams in which they are enrolled will appear on their dashboard and there will be on-screen instructions that will guide them through the process to start their exam. Students should be aware that all exams are scheduled at GMT. Ireland uses the time zone abbreviation GMT - Greenwich Mean Time during Standard Time and IST – Irish Summertime during summertime or daylight-saving time.

By registering to take an exam using remote invigilation, the student consents to having their exam session recorded by the third-party invigilation company. Should a student have any issue in relation to this, DkIT can offer the opportunity to take the exam on campus.

Some exam papers, such as mathematics, may require the student to use pen and paper to complete certain parts of their answers. In these instances, the student must show blank sheets of paper to the invigilator before starting the exam. The student is recommended to have a wide-angle camera for such exams. The student can use a scanner or their mobile phone to scan and upload their exam submission to the platform during, or at the end, of the exam.

Should a short connectivity drop occur, this will be noted by the third party, and students can

resume their exam up to a maximum of 3 times. After this, the student will be asked to contact DkIT for next steps. The onus is on the student to comply with all technical specifications and the required pre-exam testing.

The student completes the exam by entering answers to the exam into the third party platform. The on-line invigilation provider will record the students' screen, microphone and webcam for the entire duration of the exam and will store the recordings in line with the terms of their agreement with DkIT. DkIT will have access to the recording should any suspected infringement on academic integrity and examination processes be reported. All recordings will be erased by the provider after a defined period. Should a student wish to access the recording of their exam they must contact DkIT as soon as possible after the exam (within 24 hours).

Conduct during an online remote proctored exam.

This section applies only to students taking their examination via online remote proctoring. The following additional examination regulations apply to online remote invigilated exams. Any breach of these procedures may be reported and dealt with under Section 5, point 24 of the DkIT Regulations for the Conduct of Examinations:

- Students are not allowed to leave the room or the camera focus during the exam for any reason.
- No other person is allowed to enter the room or be present during the exam. However, and only in line with existing learning agreements, and only with prior DkIT approval and agreement being in place, there may be an instance whereby a qualified person is allowed in the examination space to provide exam support for the student.
- Students must sit at a clean desk or table located in a room where there is no noise from inside or outside.
- Students must close all programs or windows on the laptop/computer before the exam begins.
- Students cannot access any programs such as Excel, Word, PowerPoint, Teams, Skype or other communication programs or any other website unless specified on the exam paper by lecturing staff.
- Student must dress as though in a public setting.
- Use of headphones, any listening equipment or wearable technology is strictly forbidden.
- Mobile phones cannot be used to take the exam. During the exam, mobile phones should be switched off and placed out of reach, but in view of the laptop/computer's camera. They are, in certain cases, only permitted for the scanning/imaging of handwritten work, and students will be advised if this is applicable for their exam.
- The use of smart watches and second monitors is also not permitted.
- Unless otherwise stated, students are not allowed to leave the room to take a break, or use the toilet, during an exam.
- The following items are allowed on the desk/table only if specified by lecturing staff that they can be used: Blank sheets of paper (not in a notebook); Pens/pencils/ruler/protractor/compass; Calculator; Drink (in a clear bottle or glass).