

UCD EXAMINATION REGULATIONS

UPDATED FOR 2016/17

These regulations:

- (a) facilitate the proper conduct of examinations.
- (b) provide for a well-ordered and calm environment in which candidates can complete their examinations.
- (c) ensure that no candidate can gain unfair advantage over their peers.



Attendance

- Candidates should be in attendance at the examination centre **at least a quarter of an hour** before the commencement of each examination.
- They should be **seated and silent at least five minutes prior to the commencement of all examinations** and should pay strict attention to details of emergency and safety procedures and to a list of instructions that are provided by the Invigilator-in-Charge.
- Except in **exceptional circumstances** and at the discretion of the Invigilator-in-Charge, candidates:
 - will **not normally be admitted** to the Examination Centre **if they are more than fifteen minutes late**. Candidates who arrive late should notify the invigilation team leader of their presence and wait to be seated by an invigilator.
 - will **not be permitted to leave the hall until one hour has elapsed** after the time at which the examination began (an early exit may prevent entry by any latecomers).
 - **will not be allowed to return to the Examination Centre.**
- Candidates will not be permitted to leave the Examination Centre during the **final ten minutes** of the examination period (this facilitates the orderly collection of examination scripts).
- Students who are required to register and have not done so may be refused permission to sit an examination. Repeating students who are required to enter for examinations and fail to do so may be refused permission to sit those examinations. Candidates are required to be in possession of their student card, which should be displayed on their desk.



UCD Student Card (UCARD)

Candidates are required to be in possession of their **UCD Student Card**, which should be **displayed on their desk**. UCD student cards that do not have a clear photo or are damaged, resulting in the card being illegible, may not be accepted as valid ID in the Examination Centres. Failure to produce a valid student ID constitutes a minor **breach of the Examination Regulations**. At the conclusion of the examination, an incident report form will be completed and a monetary penalty will be applied to the student's UCD fees account.

Impersonation

In cases of impersonation, the impersonator and the impersonated shall be liable to penalties outlined in the UCD Student Code, which include suspension and expulsion from the University.

Unauthorised Materials

- Notes or other unauthorised materials should not be taken into the Examination Centre.
- Notes, books, or other materials should be left outside the Examination Centre or handed to an invigilator before the commencement of the examination.
- Students later found in possession of notes during an examination are liable to disciplinary procedures and serious penalties (see link to UCD Student Code at the bottom of page 3).



Mobile Phone and Electronic Devices

- The use or attempted use of a mobile phone or any other electronic device is not permitted during an examination and constitutes **a major breach of the UCD Examination Regulations**. All mobile phones/electronic devices must be fully switched off when inside the Examination Centre. These items must be kept in clear sight and students are required to follow invigilator's instructions in this regard. No items may be taken to the toilet.
- If a mobile phone/electronic device is found powered on, rings or emits an alarm, this constitutes a minor **breach of the UCD Examination Regulations**. The phone/device will be confiscated for the duration or remainder of the examination. At the conclusion of the examination, an incident report form will be completed, a monetary penalty will be applied to the student's UCD fees account and the phone/device will be returned.



Conduct of Examinations

- Candidates must ensure that they **answer the correct paper**. The title of the paper should be checked and instructions read carefully before answering is commenced. Any query should be immediately brought to the attention of an invigilator.
- **Invigilators are present** in the Examination Centre to ensure the proper conduct of the examination and to deal with problems that may arise.
- Candidates are obliged to **follow instructions** issued by invigilators. Please **listen carefully** to all announcements. If anything is required during an examination, candidates should call the attention of the invigilator. Under no circumstances should candidates leave their places.
- **Silence** must be maintained in the Examination Centre at all times.
- No candidate shall aid, or attempt to aid, another candidate, or obtain, or attempt to obtain, any assistance from another candidate, or communicate in any other way with another candidate in the Examination Centre.
- **Plagiarism in any form is forbidden** in assessments, theses or other academic exercises.
- Candidates are responsible for ensuring that **all examination scripts and MCQ sheets are handed up**.
- Where a candidate has finished before the end of the examination period, the attention of an invigilator must be called and the answer book(s) handed to the invigilator. At the end of the examination period candidates must remain in their seats in complete silence until their examination scripts have been collected. Examination scripts must be handed up immediately on request to an invigilator. Candidates must ensure that their student number, seat number and any other particulars required are written on every answer book.
- Where there are several answer books, candidates should insert them in one another to form a single package. Where treasury tags are given out, students must use these to bind their examination scripts together and be responsible for handing the package to an invigilator.
- UCD examination stationery must not be taken from the Examination Centre. All answer books, used or unused, or other supplied material must be handed up. Students found to be in possession of such materials are liable to disciplinary procedures and serious penalties may be imposed.
- **Smoking is not permitted** in Examination Centres. Smoking breaks are not permitted during examinations.
- The use of programmable calculators is not permitted during examinations unless their use is specified on the examination paper by the examiners.

Breach of Examination Regulations

- Students found in breach of the Examination Regulations will be subject to procedures and sanctions outlined in the UCD Student Code, which is available online at:
http://www.ucd.ie/registry/academicsecretariat/regs_sc.html