



Exam Regulations for In-person exams

Hi, my name is Eoin. I'm a third year student and also work part time at the Student Desk. Today I'm going to give you some reminders for your in-person exams. These are very important so that you satisfy the UCD exam regulations. You can find all the links mentioned in this video on the [UCD current students' website](#).

Before doing your exams, check the UCD Examinations Regulations [on the website](#).

[UCD Exam Regulations](#) make sure that:

- a) the university's exams are fair and honest.
- b) there's a calm environment in the exam centre where you can complete your exams without being disturbed.
- c) no student has an unfair advantage over others.



You should be particularly aware of the following for your [in-person exams](#):

- Bring your UCARD to the Exam Centre.
- Check in plenty of time that your student card has a clear photo and isn't damaged as we can't accept a damaged card as a valid id.
- If you need to replace your card before the exam, contact the [UCard Bureau](#).
- If you do forget your UCARD, additional identity checks will need to be completed in the exam hall on the day.
- You will be then contacted by the UCD Student Engagement, Conduct, Complaints and Appeals Office after all your exams are completed.
- Don't use your phone or any electronic devices such as a smartwatch.
- Don't bring any unauthorised materials, such as books or notes, into the Exam centre.
- Remember not to remove any UCD examination materials from the Exam centre. This includes Exam Papers.



It's important to bear in mind that if you don't comply with any of these [exam regulations disciplinary action will apply](#).

To make sure you don't accidentally do something that could breach the exam regulations please:

- Wash any writing off your hands and arms.
- Ensure you have your UCARD.
- Switch off your phone or an electronic device and place it under your desk, face up where it can be seen.
- Make sure you have no notes or paper with you or on your desk. This includes blank paper sheets and post-its.

If you forget any of these during the exam let the invigilator know straight away.

If you would like to know more check the [FAQs on our website](#).

If you have any questions, please [contact the Student Desk](#) and we'll be happy to help.

Thanks for watching, bye.