

4.13 Examination & Assessment Regulations Limerick Institute of Technology

4.13.1 Introduction

1. Examinations include written, oral, practical, project work, studio work, dissertation/thesis and continuous assessment.
2. Where continuous assessment exercises/project work/practicals, dissertations and thesis form part of the overall examination process, students should note that any copying or plagiarism of any kind in these elements is included under these examination regulations. (see definition of Plagiarism in Section 4.13.6)
3. A breach of examination and assessment regulations shall be deemed to have occurred when any actual, or attempted form of
 - (a) Cheating
 - (b) Plagiarism as defined in Section 4.13.6.
 - (c) Misrepresentation
 - (d) Bribery
 - (e) Falsification
 - (f) Personating or other such form of deception
 - (g) Possession of copies of examination questions, or examination papers, in advance of the examination being held
 - (h) Untrue claim to have carried out experiments, or other forms of laboratory work
 - (i) Untrue claim to the proper acquisition of results IN PRACTICAL WORKis perpetrated by a Candidate whether acting alone, or in concert with any other person or persons.

4.13.2 Preparation & Attendance

1. Each student has a personal responsibility to ensure that he/she has entered for the appropriate examination, before the required closing date. Clarification of dates can be obtained from the Examinations Office
2. It is the Candidate's responsibility to familiarise him/herself with the examination timetable.
3. To gain entry to an examination a Candidate must be in possession of one of the following forms of Photographic Identification: a current Institute Identity Card, a valid passport, a valid driver's licence or a Letter of Identification issued by the Department or School that the Candidate is attending. To obtain such a Letter of Identification the Candidate must apply to the Programme Lecturer at least 3 weeks prior to the Examination date and provide a current passport-type photograph.
4. A Candidate should normally be seated at his/her appointed place 10 minutes before the scheduled starting time of the examination.
5. A Candidate shall not normally be admitted to the examination room later than half an hour after the start of the examination.
6. In exceptional circumstances, and provided that no other Candidate sitting the same paper has withdrawn and left the Examination Hall, a Candidate may be admitted later, at the discretion of the Senior Invigilator. In such circumstances additional time shall not normally be allowed. In the event that the circumstances warrant additional time this may be permitted at the discretion of the Senior Invigilator.
7. The Candidate shall place his/her Photographic Identification in a visible position on his/her appointed desk for examinations.
8. The Candidate shall sign the Attendance form when requested by the Invigilator.
9. A Candidate who is prevented through illness from taking any examination shall submit to his/her Head of School/Department a certificate from a registered medical practitioner within FIVE working days of the examination taking place.

10. A Candidate wishing to temporarily leave the Examination Hall may not do so unless accompanied by an Invigilator.
11. A candidate may not permanently leave the examination room until after 45 minutes have elapsed.
12. Where a Candidate becomes distressed or ill during the course of an examination, such a Candidate may be permitted to temporarily leave the Examination Hall accompanied by an Invigilator. In such circumstances, and at the discretion of the Senior Invigilator, a time extension may be allowed to the Candidate to complete the examination.
13. A Candidate who permanently leaves the examination after 45 minutes have elapsed may take the question paper with him or her unless otherwise stated on the question paper.
14. A Candidate who receives permission to leave the examination room shall do so expeditiously and quietly.
15. A Candidate may not permanently leave the examination room within the last 15 minutes of the time allowed.

4.13.3 Examination Materials

1. Permitted items
 - (a) A Candidate is permitted to bring into the examination pens, pencils, pencil sharpener, ruler, pencil eraser and an unlabelled bottle of water or unlabelled bottle of other non-alcoholic drink.
 - (b) Where specified in the requirements for a particular examination, a Candidate may also be permitted to bring to the examination mathematical instruments, and/or drawing instruments.
 - (c) Where specified in the requirements for a particular examination, a Candidate may also be permitted to bring to the examination a bottle of correcting fluid and/or a pocket calculator with a maximum of two lines display. The calculator must be non-programmable, non-mains operated and silent (for example Sharp 520). If the Candidate uses a calculator in an examination, he/she must write the make and model number on the front of the answer book
2. Annotation of materials permitted in the examination.

In most modules, no course or other materials are permitted. For some examinations, however, Candidates are expected to have part of the course material, or other materials, with them. The texts or course materials that are permitted are listed on the examination paper. When course materials are permitted for a particular examination, these materials must NOT have been annotated in any fashion.
3. Prohibited items
 - (a) All course materials, unless specified otherwise on the examination paper.
 - (b) Science, mathematical and technical dictionaries, unless the module rules say they are permitted.
 - (c) Laptop computers, personal organisers, radio pagers, mobile telephones or any other communication equipment, electronic dictionaries, or thesauri. Watch alarms must not be set to go off during the examination.
 - (d) Anything not listed as permitted in these rules or the rules of individual modules.

4.13.4 Running of Examination

1. Silence must be maintained at all times while in the examination room.
2. Smoking is not allowed in the examination room.
3. Personal effects such as coats or bags must be deposited in such place as the Invigilator may direct.
4. A Candidate may not communicate with, receive assistance from, or copy from the paper of another Candidate.
5. A Candidate may not use unfair means before or during an examination.
6. A Candidate shall not, without permission, eat in the Examination Hall.

7. Application for permission to partake of essential medication during an examination must be supported by medical approval.
8. An Invigilator shall be empowered to inspect any material in the possession of a Candidate during an examination.
9. A Candidate shall ensure that he/she is in possession of the correct examination paper and must comply with the instructions printed on the examination paper and on the answer book.
10. A Candidate is required to enter on the front cover of all answer materials issued to him/her by the Invigilator, his/her examination number and the module title of the examination (as printed on the examination paper).
11. A Candidate may begin writing/working only when instructed to do so by the Invigilator
12. A Candidate who requires additional writing/drawing paper should raise his/her hand to gain the attention of the Invigilator.
13. When the Invigilator announces the end of the examination, Candidates shall immediately cease working and remain in place until all scripts have been collected.
14. Rough work should be included in the answer book and identified as such.
15. It is the responsibility of the Candidate to submit all scripts, drawing papers/charts including rough work, unused answer books, and other materials provided by the Invigilator before leaving the Examination Hall.
16. The Candidate may not seek the return of an answer book once it has been handed to and accepted by the Invigilator.
17. The Candidate may not remove from the Examination Hall any items provided by the Institute other than examination question paper.
18. The Senior Invigilator shall expel a Candidate, whose behaviour is disruptive and who persists in such behaviour following a Conditional Approval, from the Examination Hall. In such circumstances the Invigilator shall retain all materials issued to the Candidate.
19. Candidates may not leave the Examination Hall until permitted to do so by the Invigilator.

4.13.5 Breach of Examination Regulations

1. Any breach by a Candidate of these regulations;
 - (a) during the examination shall be documented by the Invigilator and reported to the Examinations Office. The Candidate shall be notified to this effect by the Invigilator
 - (b) which is discovered during the marking of the examination, shall be documented by the Lecturer and reported to the Head of School/Department.
2. The penalties to be imposed by a Board of Assessment Enquiry are set out in Section 4.11.4 Point 6.

4.13.6 Plagiarism

Definition: (The University of North Carolina)

“the deliberate or reckless representation of another’s words, thoughts, or ideas as one’s own without attribution in connection with submission of academic work, whether graded or otherwise”