

#### **4.12 Appeal against a decision of an Examination Review or Board of Assessment Enquiry**

Where a Candidate seeks to lodge an appeal against the decision of an Examination Review or Board of Assessment Enquiry the procedure set out in the Academic Council Bylaw 2 – Academic Council Board of Appeal shall be followed.

If the candidate is not satisfied with the decision of the Academic Council Board of Appeal, the Candidate has recourse external to the Institute, including the Office of the Ombudsman.

#### **4.13 Revocation of an Award**

The Academic Council may revoke any award made by the Institute and all privileges connected therewith if it shall be discovered at any time and proven to the satisfaction of the Institute that the award is found to have been obtained by fraud or deception.

#### **4.14 Examination & Assessment Regulations Limerick Institute of Technology**

##### **4.14.1 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 WORK
  - (j) is perpetrated by a Candidate whether acting alone, or in concert with any other person or persons.
4. Students will be obliged to have an LIT-approved plagiarism software report, where appropriate, associated with every written assignment.

##### **4.14.2 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 himself/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.
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 venue 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 Venue, 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 the duration of the examination.
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 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 Venue may not do so unless accompanied by an Invigilator.
11. A candidate may not permanently leave the examination venue 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 Venue 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 venue shall do so expeditiously and quietly.
15. A Candidate may not permanently leave the examination venue within the last 15 minutes of the time allowed.

#### **4.14.3 Examination Materials**

1. Permitted items
  - (a) A Candidate is permitted to bring into the examination pens, pencils, pencil sharpener, ruler, pencil eraser and a bottle of water or a 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. 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.

3. 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.
4. 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) Any programmable device with or without remote data access capability such as laptop computers, tablets, personal organisers, radio pagers, mobile telephones, smart watches, or any other communication equipment, electronic device, electronic dictionary, or thesauri. Device 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.
5. Permitted items must not be tampered with or contain any material that would assist the candidate during the examination.

#### **4.14.4 Running of Examination**

1. Silence must be maintained at all times while in the examination venue.
2. Smoking is not allowed in the examination venue.
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 Venue.
7. Candidates may not leave the Examination Venue until permitted to do so by the Invigilator (ref Section 4.13.2).
8. Application for permission to partake of essential medication during an examination must be supported by medical approval.
9. An Invigilator shall be empowered to inspect any material in the possession of a Candidate during an examination.
10. 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.
11. 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).
12. A Candidate may begin writing/working only when instructed to do so by the Invigilator
13. A Candidate who requires additional writing/drawing paper should raise his/her hand to gain the attention of the Invigilator.
14. When the Invigilator announces the end of the examination, Candidates shall immediately cease working and remain in place until all examination material have been collected.
15. Rough work should be included in the answer book and identified as such.
16. 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 Venue.
17. The Candidate may not seek the return of examination material once it has been handed to and accepted by the Invigilator.

18. The Candidate may not remove from the Examination Venue any items provided by the Institute other than examination question paper.
19. The Invigilator shall expel a Candidate whose behaviour is disruptive and who persists in such behaviour from the Examination Venue. In such circumstances the Invigilator shall retain all materials issued to the Candidate.

#### **4.14.5 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 Department.
2. The penalties to be imposed by a Board of Assessment Enquiry are set out in Section 4.11.4 Point 6.

#### **4.14.6 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”*

#### **4.14.7 Training on plagiarism**

It is recommended that appropriate training should be provided to all students in the avoidance of plagiarism. For example, students should be made aware of the library publication Write Right and should be encouraged to adopt it or some other standard in writing assessments.

Students should be encouraged to electronically submit assignments through an LIT-approved plagiarism software application (e.g. Turnitin). The associated report reinforces the importance of avoiding plagiarism and provides appropriate feedback to students.

### **4.15 Readers, Scribes and Sign Language Interpreters**

#### **4.15.1 Guidance Notes on Use of Readers**

1. A reader is a person who, on request, will read to the Candidate: -
  - (a) The entire or any part of the examination paper or coursework material
  - (b) Any part of the Candidate’s answers.
2. A reader may also act as a scribe.
3. The use of a reader should not give a Candidate an unfair advantage, nor should it further disadvantage the Candidate.
4. The use of a reader must not modify scheme content or any specific scheme requirements. In some cases, the reading of material may be the skill being examined.
5. Additional time will be permitted for the use of a reader and will normally be up to 25% of the prescribed duration of the examination.
6. A reader should be a responsible adult who is able to read accurately, and at a reasonable rate, and who, in the case of a foreign language, scientific, mathematical or technical subject, should ideally be competent in the reading of that subject.
7. A reader should not be the Candidate’s own lecturer, but there may be exceptional circumstances in which it is necessary to use the Candidate’s own lecturer. Again, only in exceptional circumstances, may a relative of the Candidate be used as a reader. In these circumstances, the reader may not act as an invigilator (see point 10 below)