UCD Examination Regulations

Policy owner	Assessment, UCD Registry	**Approval date and body**	Academic Council, 25 November 2021

1. Purpose

The purpose of these regulations is:

    a)   to assure the integrity of the university's examinations; to facilitate the proper conduct of examinations;

    b)   to provide for a well-ordered and calm environment in which students can complete their examinations; and

    c)   to ensure that no student can gain unfair advantage over their peers.

2. Scope

These regulations apply to UCD students. Students found in breach of these Regulations will be subject to disciplinary action and penalties outlined in the UCD Student Code (http://www.ucd.ie/governance/resources/policypage-studentcode/).

3. Definitions

In the context of these regulations, some key terms are described as below:

3.1. **In-person examinations** – scheduled timed end of trimester exams that are delivered in a UCD examination centre or approved location.

3.2. **Online examinations** – scheduled timed end of trimester exams that are delivered through the university's virtual learning environment.

3.3. **Invigilator -** an individual who, on behalf of the university, is responsible for overseeing and managing examinations. They are responsible for ensuring that exams are conducted in accordance with the examination regulations; a calm environment is maintained; and the integrity of the examination process is upheld, to give students the best possible opportunity to be successful in their examinations.

4.   General Examination Regulations

4.1.   Personation of a UCD student in an examination is a serious disciplinary breach and both the impersonator and the impersonated will be subject to disciplinary action.

4.2.   No student shall aid, or attempt to aid, another student, or obtain, or attempt to obtain, any assistance from another person , or communicate in any other way with another person during an examination.

4.3.   Unless permitted by the Module Coordinator or nominee or invigilator, the removal, copying, photographing or screenshotting of UCD examination materials in an Examination Centre or through the virtual learning environment is prohibited.

4.4.   During examinations, both in person and online, students should not access any materials other than those specifically authorised by the module coordinator. This includes, but is not limited to, consulting online or hard copies of books, lecture or revision notes, published articles, using internet search engines, pencil cases and most electronic devices, including, but not necessarily limited to, mobile phones and smart watches. Any use of unauthorised materials is a serious breach of discipline. It is important for students to check before an examination and to seek advice if they are unsure about any item in their possession.

5.   In-person Examination Regulations

5.1.   Students are obliged to follow instructions issued by invigilators.

5.2.   Students should be in attendance at the Examination Centre at least 15 minutes before the start of an examination.

5.3.   Students should be seated in their allocated seat 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 announced by the Invigilator-in-Charge.

5.4.   Students, except in exceptional circumstances and at the discretion of the Invigilator-in-Charge:

- will not normally be admitted to an Examination Hall if they are more than fifteen minutes late.

- will not be permitted to leave an Examination Hall until one hour has elapsed after the time at which the examination began.

- who have left an Examination Hall will not be permitted to re-enter.

5.5.   Students will not be permitted to leave the Examination Hall during the final ten minutes of the examination period (this facilitates the orderly collection of examination scripts).

5.6.   Students may not commence writing until instructed to do so by the Invigilator-in-Charge.

5.7.   Students may bring their mobile phone and smartwatch into the Examination Hall but it must be SWITCHED OFF at all times and NOT simply turned to SILENT. These items are to be placed under students' desks, face up. If any electronic device, including mobile phones / smart watches are found in a POWER ON state or if it rings or sounds an alarm during an examination, the phone will be confiscated for the remainder of the examination and the student will be subject to disciplinary action.

All policies and policy related documents and forms are subject to amendment. Please refer to the UCD Governance Document Library website for the official, most recent version.

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5.8. The use or attempted use of any other electronic device is strictly prohibited during an examination or in the examination hall and is a serious breach of discipline. The use or attempted use of a electronic device including but not necessarily limited to mobile phones and smart watches (unless the use of this device is specifically confirmed by UCD Access and Lifelong Learning through a Needs Assessment prior to the exams, for reasons such as medical) is strictly prohibited during an examination or in the examination hall and is a serious breach of discipline.

5.9. Students must display their UCD Student Card 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 an Examination Hall. Failure to produce a valid student ID constitutes a breach of discipline.

5.10. Students must be currently registered to sit an examination. Any student who is not currently registered may, at the discretion of the Invigilator-in-Charge, be prevented from sitting an examination.

5.11. The use of dictionaries or calculators (whether programmable or not) is not permitted during examinations, unless specifically authorised by the examiners.

5.12. No unauthorised items may be taken into the toilet.

5.13. Students must remain in their seats during an examination. If anything is required during an examination, students should call the attention of an invigilator e.g. by raising their hand.

5.14. Silence must be maintained in an Examination Hall, unless otherwise instructed by an invigilator.

5.15. At the end of the examination period, students must stop writing when instructed and remain in their seats until their examination scripts have been collected. Examination scripts must be handed to an invigilator on request.

5.16. Students are responsible for ensuring that all assessment materials are handed to an invigilator. This includes:

- answer books, whether used or unused;

- examination question papers, unless specifically indicated on the examination paper;

- MCQ examination question papers and the relevant answer sheets.

5.17. Smoking or use of electronic smoking devices is not permitted in Examination Centres. Smoking breaks are not permitted during examinations.

6. Online Examination Regulations

6.1. Students are obliged to follow instructions issued by their Module Coordinator or nominee or invigilator.

6.2. Students are required to log in at least 15 minutes before the commencement of each assessment..

6.3. Students should ensure that the space to be used for taking the examination is as quiet as possible and free from likely disruptions.

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6.4. Students should ensure that the chair/desk is comfortable and that there is adequate lighting, space and refreshments available as needed.

6.5. All devices not required for taking the exam should be turned off.

6.6. Students are to use a computer rather than a mobile or tablet device to take the examination.If a student does not have access to a computer, UCD Library provides a laptop loan service.

6.7. Students are responsible for ensuring that the technology being used to complete the examination is fit for purpose; has sufficient power or is connected to a power source, has the necessary internet connectivity; and that all required software has been downloaded well in advance of the online timed examination.

6.8. It is recommended that students have a minimum of two different up-to-date browsers available to them. Students should ensure that the browser(s) are the latest version, that the browser cache is cleared and checked so that add-ons such as popup blockers are disabled. All other applications and browsers not being used for the examination should be closed down.

6.9. The university may utilise online invigilation or 'eProctoring' software solutions for online examinations. Where such a solution is being utilised, students will be provided with information and guidance in advance and will be expected to ensure that all software and hardware requirements are met and that instructions are followed.

6.10. Where eProctoring software is in use, students will be required to complete an identification verification process in accordance with the guidelines issued to students in advance of the examination.

6.11. If an issue occurs, students should notify their Module Coordinator or nominee or invigilator of the situation as soon as possible. Students can do this by sending an email with their student ID, details of the issue and where possible, including a screenshot of the work completed and/or error message.

6.12. Students, except in exceptional circumstances and at the discretion of the Module Coordinator or nominee or invigilator:

- will not normally be permitted additional time if arriving late for an examination.

- will not normally be permitted to re-enter an examination if they have already submitted.

7. Related documents

UCD Student Code (http://www.ucd.ie/governance/resources/policypage-studentcode/)

8. Version history

Approval Body	Date	Summary of revisions
Academic Council	26 April 2018	Revisions recommended by Academic Council Committee on Examinations (ACCE) following their review of the Examination Regulations
Academic Council	25 November 2021	Revisions recommended by Academic Council Committee on Examinations (ACCE)
Academic Council	24 March 2024	Revisions approved by Academic Council Committee on Examinations (ACCE)