



Examination Regulations

1. General Regulations:

- 1.1 The final Examination Timetable will be displayed on notice boards in the College, and on the College website at least one month in advance of the commencement of the examination session. It is the student's responsibility to ensure that he/she is aware of the date, time and location of his/her examination.
- 1.2 The term 'examination' shall include all forms of assessment during a programme of study including course work, assignments, essays, projects, presentations, dissertations etc.
- 1.3 All students are deemed to have read and agreed to abide by these and other Examination Regulations as determined by St. Patrick's College from time to time.

2. Admission to the Examination Hall:

- 2.1 Students are required to be in attendance outside the examination hall *at least ten minutes* before the commencement of the examination, but should not enter the examination hall until permitted to do so by the Invigilator.
- 2.2 No student may be admitted to the examination hall more than 30 minutes after the commencement of the examination. However, in exceptional circumstances, and provided that no other student has left the examination hall, a student may be admitted after the first 30 minutes has lapsed, at the discretion of the Invigilator. Extra time will not normally be allowed.
- 2.3 A seating plan of the examination hall will be displayed outside the hall. Each student will be assigned a desk according to the seating plan. Students must sit in the seat which has been assigned to them on this seating plan.
- 2.4 Students will not be allowed to sit for any examination unless they are students of the College. For the purposes of identification at examinations, students must have a **current student identity card** which must be visible on the desk, at the start of the examination.
- 2.5 No student may leave his/her seat until permitted to do so by the Invigilator.
- 2.6 Any behaviour which causes inconvenience or disruption to other students is not permitted.

3. Invigilators:

- 3.1 Invigilators are present in the examination hall to ensure the proper conduct of examinations. If a student requires anything during the examination he/she must raise his/her hand to attract the attention of the Invigilator, taking care not to disturb other students.
- 3.2 The instructions of the Invigilator must be obeyed promptly at all times. Students must stop writing immediately when instructed to do so by the Invigilator. Answer books must be handed to the Invigilator immediately upon request.
- 3.3 At the end of the examination, no student may leave his/her seat until permitted to do so by the Invigilator.

4. During Examinations:

- 4.1 Students are required to enter carefully, their name and student number on their answer book(s) and to read all instructions on the examination paper before commencing their work.
- 4.2 Students should read the title of the examination paper and instructions carefully. Students must ensure that they answer the correct examination paper. Any queries should be brought to the attention of the Invigilator immediately.
- 4.3 **SILENCE MUST BE MAINTAINED IN THE EXAMINATION HALL AT ALL TIMES**
- 4.4 Students must not turn over the examination paper until they have been instructed to do so by the Invigilator.
- 4.5 No student may leave the examination hall during the first hour or during the last fifteen minutes/or for the **entire duration of a 60 minute or a 90 minute examination.**
- 4.6 Students will not be permitted to return to the examination hall if they have left unaccompanied.
- 4.7 Smoking is not permitted and smoking breaks are not permitted during the examination.
- 4.8 Mobile phones are not permitted in the Examination Hall and they should not be left 'powered on' in the vicinity of the Hall.
- 4.9 Food or drink is not permitted in the Examination Hall.
- 4.10 No student shall bring into the Examination hall or have in his/her possession any materials other than those permitted for that examination.

- 4.11 No student shall take out of the examination hall any **Answer Books, Rough Work Paper, or other supplied material, whether used or unused, Students found to be in possession of such material are liable to disciplinary procedures and serious penalties may be imposed.**
- 4.12 Pencil cases, mobile phones, jackets, books, bags, electronic dictionaries, portable devices such as USB devices, CD's DVD's, media storage devices etc. are not permitted in the examination hall.
- 4.13 Mathematical/Statistical tables will be provided by the College where appropriate.
- 4.14 Students should properly equip themselves with pens, pencils, erasers, etc. and will not be permitted to borrow items from fellow students.
- 4.15 **Students must not attempt, under any pretext, to communicate with another student. Such communication will be considered a breach of the Examination regulations.**
- 4.16 **Calculators -**
- Where a pocket calculator is permitted students must provide their own.
 - Calculators will not be provided by the College.
 - Calculators must be silent and self-powered.
 - Programmable or text storing calculators are not permitted.
 - The calculator memory must be erased before entering the examination hall.
 - Calculators may not be passed from one student to another.
 - Instructions for the use of calculators may not be brought into the examination hall.
 - Invigilators will check calculators at each examination session.

5. Absence from an examination:

- 5.1 If a student is absent from an examination, a detailed explanation must be forwarded, in writing, to the Registrar's Office within seven days. Where the absence was due to illness, a medical certificate must be submitted. Details of such absences will be notified to the Head of Department and will ultimately be reported to the Examination Board.

6. Illness during an examination:

- 6.1 A student who is ill may be permitted to leave the Examination Hall, for a period. The student must be accompanied by an Invigilator.
- 6.2 A student may be permitted to return, to complete the examination, provided he/she has been supervised during the period of absence and the integrity of the supervision has not been affected.
- 6.3 The Invigilator may, in consultation with the Registrar, afford extra time, equal to the period of absence, to the student to complete the examination or may facilitate completion of the examination in another room under supervision.

7. Extenuating circumstances:

- 7.1 Where there are extenuating circumstances which may have affected a student's performance at an examination. The student should notify the Registrar/ Head of Department immediately in writing. Extenuating circumstances which could have been notified to the Registrar/Head of Department prior to the Examination Board reaching its decision may not be considered as grounds for appeal at a later stage.
- 7.2 The College offers facilities for students with permanent disabilities. Such students who require additional resources must advise the Registrar, in writing, at the beginning of the academic year. Supporting documentation will be required.
- 7.3 Students who have temporary disabilities during the examination period should notify the Registrar as soon as possible. A student's request for additional resources must be supported with a **medical certificate**.
- 7.4 Any complaint regarding the examinations should be brought to the attention of the Registrar immediately.

8. Plagiarism:

- 8.1 Plagiarism is a major offence in the College and carries grave consequences. It constitutes a serious breach of examination regulations.
- 8.2 Plagiarism is the use, or close imitation of, the language and thoughts of another person's work and the representation of them as one's own original work. Within academia, plagiarism by students is considered academic dishonesty or academic fraud.

- 8.3 Plagiarism also includes:
- inadequate referencing of work.
 - the use of collaboration in assessment work where the lecturer requires individual work.
 - copying another person's work with or without their consent unless the work is attributed to them.
- 8.4 Students must cite, accurately, the sources of all quotation, paraphrases, summaries, tables, diagrams and any other material which has been used from the work of others.
- 8.5 In addition, students are required to provide a complete bibliography of all works and sources used in the preparation of all assignments, essays, projects, presentations etc.
- 8.6 A signed declaration, stating that the material submitted is entirely the work of the student, and has not been taken from the work of others, except where this has been acknowledged, must accompany each piece of work presented for examination. In the case of a group assignment, it is the responsibility of each student to ensure that the work submitted for assessment is their own work. The onus is on the student to retain a copy of their assignment, for reference.
- 8.7 Accusations of plagiarism will be automatically referred to the Disciplinary Committee.
- 8.8 The sanctions for breach of Examination Regulations are outlined below.

9. Breaches of Examination Regulations:

- 9.1 A student who is found to be in possession of unauthorised materials in the examination hall, or where a student(s) is considered to have copied or attempted to copy any material from another, will be deemed to be in breach of the Examination Regulations.
- 9.2 Any unauthorised material(s) together with the student's identity card will be confiscated by the invigilator, who will report the incident to the Registrar. The student shall be permitted to complete the examination. He/She will be informed of the alleged offence and that a report will be sent to the Registrar.
- 9.3 In cases of personation, both the personator and the personated shall be liable for permanent exclusion from the College.
- 9.4 Any alleged or suspected infringement of these Regulations will be referred to the Registrar, who may refer the matter to the Disciplinary Committee.
- 9.5 A student(s) alleged to be in breach of the Examination Regulations, may be required to attend a Disciplinary Hearing in advance of the Examination Board meeting. A report from the disciplinary hearing will be brought to the attention of the Examination Board. The report will include the decision of the

10. Sanctions for breach of Examination Regulations:

- 10.1 A student who is deemed to be in breach of the Examination Regulations may:
- have all written examinations of that diet declared void.
 - not be permitted to represent for that diet of examinations until one year has lapsed.
 - not be eligible for an award with Honours or any other distinction.
 - have all other assessments during the year declared void.
 - be permanently excluded from the College.
- 10.2 The Disciplinary Committee may, at its discretion, impose other sanctions which it deems appropriate.

11. Issuing of Examination Results.

- 11.1 Provisional examination results shall be issued to each student at the earliest convenience following the formal H.E.T.A.C. Examination Board Meeting in the College.
- 11.2 Examination results will be communicated, in writing, to the student at their home address. The onus is on the student to ensure that any change to home address is notified immediately, in writing, to the Registrar. Examination results will not be communicated by telephone under any circumstances.
- 11.3 Examination results are provisional until ratified by the Academic Committee of HETAC. Staff members shall endeavour to make themselves available to discuss these provisional results with students. Staff shall also attempt to provide guidance in relation to future performance.
- (i) Should any alterations be made in marks before final approval by the appropriate Academic Committee of H.E.T.A.C., such alterations shall be communicated to the student concerned in writing at their home address.

- 12. Award Stage Students:** The following HETAC regulation applies:
An Award with Honours may not be considered unless the student has passed the final examination at the first attempt and in the first sitting. This means that, for example, if a student in year 4 fails a module during the summer examination sitting and has to repeat it in the Autumn, on passing the examination, they will be awarded a Pass degree only, irrespective of other marks accrued.

13. Request for Deferral of Part or All of Examinations

- (i) Only for the most serious of reasons may a student request the deferral of part or all of an official examination. Reasons which merit such consideration include the following:
 - Certified personal illness.
 - Immediate family bereavement within ten days of commencement of the examination.
- (ii) Requests for deferral of examinations must be made in writing to the Registrar. The reason(s) for seeking such a deferral must be clearly outlined.
- (iii) Should the Registrar reject a request for a deferral the student concerned may appeal in writing to the Academic Council outlining reasons for seeking such deferral of examination(s).
- (iv) The Academic Council shall deliberate on the appeal at the earliest convenience. The Registrar shall outline to the Academic Council in writing his/her reasons for rejecting the appeal. The Registrar shall not participate in the Academic Council's formal decision on the appeal.

14. Re-checks and Reviews of Provisional H.E.T.A.C. Examination Results

- 14.1 St. Patrick's College, Thurles, is a HETAC accredited Higher Education Institution. As such, it is bound by the 'Marks and Standards' set out by HETAC with regard to the awarding of degrees and the examination process that is an integral part of that process.
- 14.2 At St. Patrick's College there is a commitment to achieving and maintaining the standards of excellence which should be present in a third level institution. In addition to these high standards. St. Patrick's College seeks to provide a well-structured and supportive learning environment is that is permeated by a sense of fairness, at all times.
- 14.3 In accordance with the relevant provisions of the H.E.T.A.C. *Examinations Marks & Standards* students seeking a Review or Re-check of their examination performance are advised what to do so strictly in accordance with H.E.T.A.C. guidelines. Failure to follow these guidelines shall nullify any such request for a Review or Re-check.
- 14.4 **Re-check** means the administrative operation of checking the recording and the addition of marks.
- 14.5 **Review** means the re-consideration in detail of all or part of the existing examination material.
- 14.6 Students who have failed modules are initially advised to make every possible attempt to attend the 'Consultation Day'. The date for 'Consultation Day' will be communicated to students in the letter accompanying their summer examination

results. This is an opportunity for students to discuss their examination performance in detail with the lecturer/programme specialist concerned. If, having had the discussion and having viewed their paper, the student still feels that their mark does not fairly reflect their performance they should take the following steps:

14.7 Procedures to be followed to request a Re-check

- A re-check shall ensure that all parts of the examination have been marked and that no errors occurred in the recording, collating or combining of marks which determined the result.
 - Before a recheck procedure is initiated an application form must be completed and lodged with the Registrar's Office before the specified closing date.
 - The closing date for a recheck will be communicated to students in the letter accompanying their examination results.
 - Requests for a re-checks received after this date **will not be considered**.
 - Only a written request for a re-check signed by the person concerned will be considered.
 - The application form for Recheck of Results of Assessment is available on the College website.
 - The fee for a re-check, which in the event of a successful re-check, would be refunded is €75.00 per module.
 - A cheque or postal order should be included with the request for a recheck. The cheque/postal order should be made out to St. Patrick's College, Thurles.
 - If a cheque/postal order for the correct amount is not included with the request for a recheck, such request will be disregarded.

14.8 Procedures to be followed to request a Review/Appeal

A review/appeal of an examination result will be considered if there is evidence that:

- (i) The examination regulations of St. Patrick's College have not been properly implemented.
 - (ii) There were circumstances which may not have been covered by the Regulations.
 - (iii) There were circumstances, relating to the student's examination situation, which the Board of Examiners was not aware, of when its decision was made.
- Before a review procedure is initiated an application form must be completed and lodged with the Registrar's Office.
 - The student concerned must outline their reasons for requesting a review. The grounds for review are specified below.

- This application form should be submitted by **letter post** to the Registrar by before the date specified. Requests for reviews received after this date **will not be considered.**
- Only a written request for a review, signed by the person concerned, will be considered.
- The application form for Review of Examination Results is available on the College website.
- A review will automatically include a re-check.
- The fee which, in the event of a successful review would be refunded, is €75.00 per module.
- A cheque or postal order made payable to St. Patrick's College, Thurles should be included with the request for a review.
- If a cheque/postal order for the correct amount is not included with the request for a review, the request will be disregarded.

15. Marks and Standards

An up to date version of the HETAC Marks and Standards is available in the College Library. Students are advised to familiarise themselves with these regulations.