

## EXAMINATION REGULATIONS FOR STUDENTS<sup>1</sup>

### ACADEMIC YEAR 2018/19

#### **Note to candidates:**

- These regulations are designed to (a) facilitate the proper conduct of examinations (b) provide for a well-ordered and calm environment in which candidates can complete their examinations and (c) ensure that no candidate can gain unfair advantage over their peers.
- Please note the specific references to programme/module levels i.e. Level 7, 8 or 9.
- The document comprises the following sections:
  1. Registering for examinations.
  2. Examination timetable.
  3. Special case candidates.
  4. Admission to the Examination Room.
  5. Conduct during the Examination.

### **1. Registering for Examinations**

**a) Registering for examinations:** To be automatically registered for examinations each candidate must:

- be properly registered.
- have no outstanding fees or debts of any kind due to the Institute of Banking (IoB).

**b) Resit/repeat Candidates**

Candidates will be registered for the resits on receipt of the completed appropriate form and relevant fee by the date specified for re-registration. It is the responsibility of every candidate to ensure that they are registered for relevant assessments, including, where necessary, resit/repeat examinations by the specified deadline date. IoB does not accept any responsibility for any communications sent or received through the postal system.

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<sup>1</sup> As a Recognised College of UCD, IoB Examination Regulations mirror closely those of UCD

## 2. Examination Timetable

- a) The Examination timetable for each academic year (September to August) is published in the IoB prospectus and on the IoB website. It is the responsibility of each candidate when registering to programmes to ensure that for each module selected, the examination dates do not clash - check the exam timetable. Should examination dates clash, the candidate must re-register for the module exam of their choice at the next available sitting, paying the appropriate re-registration fee.
- b) Approximately, three weeks before the scheduled examination date, an **Examination Attendance Notice** is posted to each candidate's *My Institute* account on the IoB website. An SMS message and email are sent to each candidate informing them that an important communication has been posted to their on-line communication folder in *My Institute*. Please note that an *Examination Attendance Notice* is not communicated by post. It is the candidates' responsibility to ensure that they are aware of the date, time and location of their examinations. Candidates must print their **Examination Attendance Notice** and bring it to the specified examination venue to gain admission. Please ensure that there is NO writing on the examination attendance notice.
- c) All Examination venues are offered subject to adequate demand. If there is insufficient demand for a venue (outside the Dublin area) selected by a candidate, s/he will be automatically re-assigned to the nearest available venue.
- d) Candidates have one week after their **Examination Attendance Notice** is issued to request a change in venue. A request for an exam venue change must be made by email to IoB Registry. Late examination venue change requests will not be entertained.

## 3. Special Case Candidates

See document entitled 'Learning and Exam Supports for Students with Special Requirements' – Student Information' posted on the IoB web page in Exam Details ([www.iob.ie/exams](http://www.iob.ie/exams))

## 4. Admission to Examination Room

- a) Candidates (properly registered) should attend the Examination Room at least 15 minutes prior to the advertised start of the examination. Candidates may not enter the Examination Room until advised to do so by the Invigilator
- b) Candidates must bring their (i) *Examination Attendance Notice* and (ii) *Photographic identification (with name printed & their signature)* to the Examination Room. Candidates without their Examination Attendance Notice and conclusive evidence of identity will NOT be admitted to the Examination Room.
- c) Candidates should be seated and silent at least five minutes prior to the commencement of all examinations, should pay strict attention to details of emergency and safety procedures and to a summary of examination regulations provided by the Invigilator.
- d) Except in exceptional circumstances and at the discretion of the Chief Invigilator, candidates:

- will not normally be admitted to the Examination Room if they are more than 15 minutes late. Candidates who arrive late should notify the Invigilator and wait to be seated. Extra time will **not** be afforded to latecomers and the shortened exam time cannot form the basis of appealing the module result.
  - will not be permitted to leave the Examination Room until **one hour** has elapsed after the time at which the examination began (*an early exit may prevent entry by any latecomers*).
  - will **not** be allowed to return to the Examination Room.
- e) Candidates will not be permitted to leave the Examination Room during the final 10 minutes of the examination period (*this facilitates the orderly collection of examination scripts*)
- f) Candidates must sit at the numbered desk allocated to them. Candidates must refer to the seating list displayed outside the exam room for their allocated desk number.

## 5 Conduct during an Examination

- a) Invigilators are present in the Examination Room to ensure the proper conduct of the examination (*including the recording of the attendees*) and to deal with problems which might arise.
- b) Candidates are obliged to follow instructions issued by the Invigilator/s. They must listen carefully to all announcements e.g. *when to turn over the exam paper; what to do if finished early etc.* If anything is required during the examination, candidates should call the attention of the Invigilator by raising their hand. Under no circumstances should a candidate leave his/her place. It is the responsibility of each candidate to ensure that s/he has sufficient supply of writing equipment (pens, pencils etc.) to complete the examination.
- c) Silence must be maintained in the Examination Room at all times.
- d) No candidate shall aid or attempt to aid, another candidate or obtain or attempt to obtain any assistance from another candidate or communicate in any other way with another candidate in the Examination Room.
- e) In cases of impersonation, the impersonator and the impersonated shall both be deemed to be in breach of Examination Regulations.
- f) Plagiarism in any form is forbidden in assessments, theses or other academic exercises. Plagiarism is defined by the act, not the intention. Where candidates are considered by the Invigilator to have copied, or to have attempted to copy, or to have assisted in copying, the Invigilator shall make a written report to the Registrar. The IoB has adopted the UCD policy on plagiarism – further details are available on <http://www.ucd.ie/registry/academicsecretariat/plagiarism.htm>.
- g) Candidates shall not have in their possession while the examination is in progress, **any unauthorised materials**. All bags, coats, manuals, books, notes etc. must be left at the front or back of the examination room, as indicated by the Invigilator.
- Silent personal (battery operated) electronic calculators may be used except in circumstances where their use is expressly forbidden. The Invigilator has the right to

examine these devices as s/he sees fit. Programmable or text storing calculators are **not** permitted.

- Candidates for whom English is not their first language may use dictionaries, but they must first seek approval for their use from the Chief Invigilator at the Examination Room. The dictionary must be clean and appropriate for use in the examination and approval for its use sought prior to the start of the examination.
  - Candidates may not bring their own mathematical/statistical tables, rough work paper, or any other unauthorised materials into the examination room. Mathematical/statistical tables will be supplied, if required.
  - Candidates completing open-book examinations must only have approved materials on their possession in the Examination Room
- h)** Candidates found to be in possession of unauthorised materials during an examination are liable to disciplinary procedures and serious penalties may be imposed. **See policies and IoB Student Code.**
- i)** Mobile phones or other electronic communication devices should not be taken into the Examination Centre nor should they be left powered on within the vicinity of the Hall.
- j)** Candidates are required to provide their answers to the examination questions in the Answer Book and/or Multiple-Choice Questionnaire Answer Sheet provided.
- k)** Candidates are required to read the instructions and directions on the cover of the Examination paper prior to starting their exam. They must enter the information required on the Answer Book and/or Multiple-Choice Questionnaire Answer Sheet, sign the declaration that they have read, understood and agreed to be bound by these Examination Regulations. Candidates must ensure that their ID number, seat number and other required information is inserted on the answer book.
- l)** Candidates wishing to leave the Examination Room temporarily (being unwell or distressed) will be permitted to do so but must be accompanied by an Invigilator. To advise the Invigilator of this need, the candidate must raise their hand to seek permission. Candidates need to note that the Examination Regulations set out herein apply during the break. The Chief Invigilator may, following consultation with the Registrar or the Registrar's nominee, if deemed necessary, give a time extension to such a candidate at the end of the examination equal to the period of absence, or arrange for such a candidate to complete the examination in a separate room under separate supervision.
- m)** Smoking is not permitted in or in the vicinity of the examination room. Smoking breaks are not permitted during the examination.
- n)** At the end of the examination, candidates must remain in their seats until an Invigilator has collected their Answer Books, the Answer Books have been checked, and the Invigilator has announced that candidates may leave the examination room.
- o)** IOB examination stationery must not be taken from the Examination Room. All answer books, used or unused and mathematical/statistical tables (if provided) are property of IoB and must be handed up.

- p)** Where a candidate has finished before the end of the examination period, the attention of the Invigilator must be called, and the answer book/s handed to him/her.
- q)** All candidates must ensure that they have signed the attendance register prior to leaving the examination room. It is also the responsibility of candidates to ensure that the information content on the sign in sheet is correct (i.e. displays their correct name and membership number).
- r)** Candidates who infringe any of these Regulations will be reported to the Registrar who will deal with the matter according to the disciplinary procedures outlined in the IoB Student Code.