ACADEMIC POLICY

1. Document Details

Title:	CIT Examination Code of Conduct
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This Version Number:	6.4
Status:	Current
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Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?
18 Jan 2012	18th Jan 2012	Guidelines added on allowed calculator types – regulation 12	
6.2 Feb 2013	15th Nov 2013	Amendment to regulation 8 -(ii) ' will not be permitted to leave the hall until thirty minutes of examination time has elapsed'	
6.3 March 2016	16th March, 2016	Amendment to regulation 7 – the word 'smart watches' added	
6.4	13th March 2019	The inclusion of Fitbits in the devices not permitted in the examination halls. Students may bring watches with no storage capacity to the examination and will be instructed to place these on the desk in front of them.	

3. Relevant/Related Existing Internal Documents

4. Relevant/Related Existing External Documents

5. Consultation History

This document has been prepared in consultation with the following bodies:

Dr Barry O Connor, Dr Dan Collins, Academic Council

6. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Academic Council	**16th March, 2016**	**Approved subject to presentation in approved document template**
Academic Council	**13th March 2019**	**Approved Version 6.4**

7. Purpose

Intent and objectives

8. Scope

e.g. taught programmes only, etc.

9. Principles
Academic and other principles which underpin the policy

10. Definitions
Essential definitions necessary to understand the policy

11. Policy
Detailed Description of policy

CODE OF CONDUCT FOR EXAMINATION CANDIDATES

The following rules and regulations govern all Cork Institute of Technology examinations and have been approved by the Academic Council:

1. Examination candidates should attend for each examination at least fifteen minutes before the designated starting time.

2. Instructions from the Examination Invigilator must be carried out promptly.

3. No book, bag/handbag, notes, or other unauthorised material may be brought into the Examination Hall without the prior approval of the Invigilator.

4. Candidates must ensure that there is no writing on any rulers, set-squares, calculators and other such instruments brought into the Examination Hall.

5. Communication with another candidate is not permitted. If an examination candidate requires assistance, he/she should attract the attention of the Invigilator, taking care not to disturb other candidates.

6. Any behaviour or activity which causes inconvenience or disruption to other examination candidates is not permitted. Please avail of the toilets before entering the Examination Hall.

7. **MOBILE PHONES**, **SMART WATCHES**, **FITBITS**, **ELECTRONIC DEVICES** (*with the exception of pocket calculators falling within the definition of 12 below*) **OR MOBILE COMMUNICATION DEVICES ARE <u>NOT</u> PERMITTED IN THE EXAMINATION**

HALLS. Students may bring watches <u>with no storage capacity</u> to the examination and will be instructed to place these on the desk in front of them.

8. Candidates (i) will not be permitted to enter the Examination Hall after thirty minutes of examination time has elapsed (ii) will not be permitted to leave the hall until thirty minutes of examination time has elapsed (iii) will not be permitted to leave the Examination Hall during the last 15 minutes of the Examination and (iv) at the conclusion of their examination must remain seated until their examination material has been collected by the Invigilator.

9. A candidate must under no circumstances leave his/her seat unless permitted to do so by the Invigilator. A candidate wishing to leave his/her seat should raise his/her hand to attract the Invigilator's attention.

10. All examination material must be handed up to an Invigilator after the candidate has finished his/her examination.

11. No candidate shall take out of the Examination Hall any answer book(s) or part of an answer book, whether used or unused, or other supplied material.

12. Where a pocket calculator is used it must be silent, self-powered and non-programmable. It may not be passed from one candidate to another. Instructions for its use may not be brought into the Examination Hall.

   The term 'programmable' includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations does not render a calculator programmable.

   Calculators with any of the following mathematical features are prohibited:

   - Graph plotting

   - Equation solving

   - Symbolic algebraic manipulation

   - Numerical integration

   - Numerical differentiation

   - Matrix calculations

   Calculators with any of the following features are prohibited

   - Data Banks

   - Dictionaries

   - Language translators

   - Text retrieval

- Capability of remote communication

13. For the purposes of identification and registration at examinations, all candidates are required to present a current CIT Student Identity Card.

14. Where an open book examination is scheduled all parties must be informed, prior to the examination, of the material permissible in the Examination Hall. Any such material may be examined by the Invigilator or any such other person(s) authorised by the Examination Secretary/Office.

15. Students whose first language is not English who require the use of a bilingual dictionary during examinations must present the relevant form signed by the Head of Department, at each examination. (This form may be downloaded from the CIT Examination website).

16. Any complaint concerning the examinations should be bought to the attention of the Invigilator immediately. The Invigilator will inform the Examination Secretary/ Office of the complaint.

All candidates are deemed to have read and to have agreed to abide by these and other examination regulations as determined by the Institute authorities from time to time.

Any infringement of these regulations may have serious consequences and may be referred to the Examinations Infringement Board. See Student Regulations listed on the CIT website under the myCIT student portal.

It is in the interests of all examination candidates to co-operate to ensure that the examinations are conducted in a proper and orderly manner.

Candidates must make themselves available for meetings with the External Examiner(s) if so required.

12. Procedures
Procedures for the implementation of the policy- pointing to procedure docuemnts

13. Responsible Officer(s)
Identifying the individual(s) responsible for the implementation of the policy

14. Supporting Documents

Guidelines, etc. – pointing to top level sources