

## Use of bilingual dictionaries by candidates whose first language is not English

### The following examination rules will apply:

- If a candidate's level of English is such that they need to use a bilingual dictionary during examinations, the student must present a 'Use of Dictionary Form' signed by their Head of Department/Course Coordinator agreeing to the use of the dictionary to an Invigilator during CIT Examinations.
- The form is available in the Exams section of the CIT website:

<http://www.mycit.ie/examinations/useofdictionary>

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- If additional time is required, this must be specified and authorised by the Head of Department/Course Coordinator in the above form. Extra time in exams is only allowed if the Head of Department/Course Coordinator believes that the use of a bilingual dictionary is warranted because of the student's level of English.
- Dictionaries are not allowed for ANY language exams.
- It is a breach of exam regulations to bring any other type of dictionary, other than a bi-lingual dictionary, into an examination centre, unless otherwise instructed.
- Candidates must submit a copy of the signed form to the Exams Office by email: ExamsDSS@cit.ie at least two weeks prior to end of semester examinations. Any requests after this date may not be facilitated.
- The Student is responsible for bringing his/her own dictionary to the examination
- The use of an electronic dictionary, single language dictionary or thesaurus is not permitted.
- Invigilators will check the dictionary to ensure that it does not contain any notes or other unauthorised material.
- For In-class assessments/online examinations it is recommended that students inform their lecturers of their intention to use a dictionary.