

## **Use of Bilingual Dictionaries by candidates whose first language is not English**

### **The following examination regulations 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 an 'Application Form: Use of a Bilingual Dictionary during End of Semester & Autumn Examinations' signed by their Head of Department/Course Coordinator agreeing to the use of the dictionary to an Invigilator during MTU (Bishopstown Campus, Cork) Examinations.
- The form is available in the Exams section of the CIT website:  
<http://www.mycit.ie/examinations/use-of-a-bilingual-dictionary->
- 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 examinations 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 examinations.
- It is a breach of examination regulations to bring any other type of dictionary, other than a bi-lingual dictionary, into an examination venue, unless otherwise instructed.
- Candidates must submit a copy of the signed form to the Examinations Office by email: [ExamsdssCork@mtu.ie](mailto:ExamsdssCork@mtu.ie) at least two weeks prior to end of semester/autumn 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 it is recommended that students inform their lecturers of their intention to use a dictionary.