

IMPORTANT NOTES FOR EXAMINATION CANDIDATES

- You must read the Examination Code of Conduct before your examinations.
- **MOBILE PHONES, SMART WATCHES AND OTHER ELECTRONIC DEVICES ARE NOT ALLOWED IN THE EXAMINATION HALLS.**
- You are not allowed to bring any books, notes or written material of any kind into the Examination Hall without the permission of the invigilator.
- Make sure that any pens, rulers, or calculator you bring into the hall have nothing written on them. Pencil cases etc., may be checked by the invigilator.
- Checks for unauthorized material will be carried out during the examinations.
- You are advised not to bring valuables to MTU Cork during your examinations. Bag drop facilities will be available in the Melbourn Exam Building and MTU Arena, where you can hand in personal belongings, including your mobile phone, smart watch etc. No responsibility for loss or damage to property during your examinations can be taken by MTU (Cork) Examinations Office.
- It is essential to check your examination seat number before each examination. Seat numbers will be available on your personal timetables by 3pm, May 5th. They will also be posted outside the Examination Hall before the examination session.
- If for some reason your name is not on the list of seat numbers posted outside the examination hall, you should speak to an invigilator who will allocate a seat to you as required. Any delay in your examination start-time will normally be compensated for at the end of the examination.
- Ensure that you bring your student ID to the exam and place on the top right-hand corner of your desk for the invigilator's attention. Due to the cyber-attack new student cards are unable to be issued at this time. If you do not have a student card, other photo ID will be accepted, i.e. passport or drivers' licence.
- It is the responsibility of each candidate to ensure that he or she is answering the correct paper. Check that the correct course code, module title and lecturer name is shown on your examination paper.

- **If you have any query about your examination paper, you should bring this to the attention of an invigilator immediately.**
- **If you feel unwell during the examination, you should call an invigilator.**
- **After you have finished your examination, you must hand up all examination material to the invigilator. If you are required to answer part or all of a question directly onto the examination paper, you must ensure that you also hand up this material.**
- **In general, extenuating circumstances which may impact on your examination performance, together with appropriate evidence such as a medical certificate, must be notified in good time to your Head of Department so that these can form part of the deliberations of the appropriate Module Examination Board meeting or Progression and Awards Board meeting. Accordingly, late submission of evidence relating to extenuating circumstances will not normally be admitted as grounds for a subsequent appeal. See Extenuating Circumstances Form at [MyCIT.ie - Individual Extenuating Circumstances](https://www.mycit.ie/individual-extenuating-circumstances)**
- **If you are entitled to examination supports, such as a separate centre, scribe or reader, you will be able to see your separate examination centre on your personal timetable. If you have any queries in your relation to examination supports, please contact examsdsscork@mtu.ie immediately.**