



Examination Regulations

1. General Regulations:

- 1.1 The final Examination Timetable will be displayed on notice boards in the College, and on the College website at least one month in advance of the commencement of the examination session. It is the student's responsibility to ensure that he/she is aware of the date, time and location of his/her examination.
- 1.2 The term 'examination' shall include all forms of assessment during a programme of study including course work, assignments, essays, projects, presentations, dissertations etc.
- 1.3 All students are deemed to have read and agreed to abide by these and other Examination Regulations as determined by St. Patrick's College from time to time.

2. Admission to the Examination Hall:

- 2.1 Students are required to be in attendance outside the examination hall **at least ten minutes** before the commencement of the examination, but should not enter the examination hall until permitted to do so by the Invigilator.
- 2.2 No student may be admitted to the examination hall more than 30 minutes after the commencement of the examination. However, in exceptional circumstances, and provided that no other student has left the examination hall, a student may be admitted after the first 30 minutes has lapsed, at the discretion of the Invigilator. Extra time will not normally be allowed.
- 2.3 A seating plan of the examination hall will be displayed outside the hall. Each student will be assigned a desk according to the seating plan. Students must sit in the seat which has been assigned to them on this seating plan.
- 2.4 Students will not be allowed to sit for any examination unless they are students of the College. For the purposes of identification at examinations, students must have a **current student identity card** which must be visible on the desk, at the start of the examination.
- 2.5 No student may leave his/her seat until permitted to do so by the Invigilator.
- 2.6 Any behaviour which causes inconvenience or disruption to other students is not permitted.

3. Invigilators:

- 3.1 Invigilators are present in the examination hall to ensure the proper conduct of examinations. If a student requires anything during the examination he/she must raise

his/her hand to attract the attention of the Invigilator, taking care not to disturb other students.

- 3.2 The instructions of the Invigilator must be obeyed promptly at all times. Students must stop writing immediately when instructed to do so by the Invigilator. Answer books must be handed to the Invigilator immediately upon request.
- 3.3 At the end of the examination, no student may leave his/her seat until permitted to do so by the Invigilator.

4. During Examinations:

- 4.1 Students are required to enter carefully, their student identity number and date of birth on their answer book(s) and to read all instructions on the examination paper before commencing their work. Students should not write their name on any materials distributed during the examination.
- 4.2 Students should read the title of the examination paper and instructions carefully. Students must ensure that they answer the correct examination paper. Any queries should be brought to the attention of the Invigilator immediately.
- 4.3 **SILENCE MUST BE MAINTAINED IN THE EXAMINATION HALL AT ALL TIMES**
- 4.4 Students must not turn over the examination paper until they have been instructed to do so by the Invigilator.
- 4.5 No student may leave the examination hall during the first hour or during the last fifteen minutes/or for the **entire duration of a 60 minute or a 90 minute examination.**
- 4.6 Students will not be permitted to return to the examination hall if they have left unaccompanied.
- 4.7 Smoking is not permitted and smoking breaks are not permitted during the examination.
- 4.8 Mobile phones are not permitted in the Examination Hall and they should not be left 'powered on' in the vicinity of the Hall.
- 4.9 Food or drink is not permitted in the Examination Hall.
- 4.10 No student shall bring into the Examination hall or have in his/her possession any materials other than those permitted for that examination.
- 4.11 No student shall take out of the examination hall any **Answer Books, Rough Work Paper, or other supplied material, whether used or unused, Students found to be in possession of such material are liable to disciplinary procedures and serious penalties may be imposed.**

- 4.12 Pencil cases, mobile phones, jackets, books, bags, electronic dictionaries, portable devices such as USB devices, CD's DVD's, media storage devices etc. are not permitted in the examination hall.
- 4.13 Mathematical/Statistical tables will be provided by the College where appropriate.
- 4.14 Students should properly equip themselves with pens, pencils, erasers, etc. and will not be permitted to borrow items from fellow students.
- 4.15 **Students must not attempt, under any pretext, to communicate with another student. Such communication will be considered a breach of the examination regulations.**
- 4.16 **Calculators -**
- Where a pocket calculator is permitted students must provide their own.
 - Calculators will not be provided by the College.
 - Calculators must be silent and self-powered.
 - Programmable or text storing calculators are not permitted.
 - The calculator memory must be erased before entering the examination hall.
 - Notes /formula must not be written on any part of the calculator.
 - Calculators may not be passed from one student to another.
 - Instructions for the use of calculators may not be brought into the examination hall.
 - Invigilators will check calculators at each examination session.

5. Absence from an examination:

- 5.1 If a student is absent from an examination, a detailed explanation must be forwarded, in writing, to the Registrar's Office within seven days. Where the absence was due to illness, a medical certificate must be submitted. Details of such absences will be notified to the Head of Department and will ultimately be reported to the Examination Board.

6. Illness during an examination:

- 6.1 A student who is ill may be permitted to leave the Examination Hall, for a period. The student must be accompanied by an Invigilator.
- 6.2 A student may be permitted to return, to complete the examination, provided he/she has been supervised during the period of absence and the integrity of the supervision has not been affected.
- 6.3 The Invigilator may, in consultation with the Registrar, afford extra time, equal to the period of absence, to the student to complete the examination or may facilitate completion of the examination in another room under supervision.

7. Extenuating circumstances:

- 7.1 Where there are extenuating circumstances which may have affected a student's performance at an examination. The student should notify the Registrar/ Head of

Department immediately in writing. Extenuating circumstances which could have been notified to the Registrar/Head of Department prior to the Examination Board reaching its decision may not be considered as grounds for appeal at a later stage.

- 7.2 The College offers facilities for students with permanent disabilities. Such students who require additional resources must advise the Registrar, in writing, at the beginning of the academic year. Supporting documentation will be required.
- 7.3 Students who have temporary disabilities during the examination period should notify the Registrar as soon as possible. A student's request for additional resources must be supported with a **medical certificate**.
- 7.4 Any complaint regarding the examinations should be brought to the attention of the Registrar immediately.

8. Plagiarism:

- 8.1 Please refer to the College Plagiarism Policy document. Approved by Academic Council in May 2010

9. Breaches of Examination Regulations:

- 9.1 Anybody who believes that a student is cheating or attempting to cheat during an examination shall immediately inform the invigilator of where the student is seated, the nature of the incident and the time at which it occurred.
- 9.2 A student who is found to be in possession of unauthorised materials in the examination hall, or where a student(s) is considered to have copied or attempted to copy any material from another, will be deemed to be in breach of the Examination Regulations.
- 9.3 Any unauthorised material(s) together with the student's identity card will be confiscated by the invigilator, who will report the incident to the Registrar.
- 9.4 The Invigilator will mark the students examination script to indicate at what stage the alleged breach occurred or the allegation was made.
- 9.5 The student shall be permitted to complete the examination.
- 9.6 The student will be informed, in the presence of a witness, of the alleged offence and that a report will be sent to the Registrar.
- 9.7 In cases of personation, both the personator and the personated shall be liable for permanent exclusion from the College.
- 9.8 Any alleged or suspected infringement of these Regulations will be referred to the Registrar, who may refer the matter to the Disciplinary Committee. (A sub-committee of the Academic Council).
- 9.9 A student(s) alleged to be in breach of the Examination Regulations, may be required to attend a Disciplinary Hearing in advance of the Examination Board meeting.
- 9.10 A report from the disciplinary hearing will be brought to the attention of the Examination Board. The report will include the recommendation of the Disciplinary Committee for consideration by the Examination Board.
- 9.11 A student who is deemed to be in breach of the Examination Regulations may
- have all written examinations of that diet declared void.
 - not be permitted to re-present for that diet of examinations until one year has lapsed.
 - not be eligible for an award with Honours or any other distinction.

- have all other assessments during the year declared void.
- be permanently excluded from the College

9.12 The Disciplinary Committee may, at its discretion, recommend other sanctions which it deems appropriate

9.13 A student has a right to appeal the recommendation of the Disciplinary Committee to the Appeals Committee (A sub-committee of the Academic Council.)

9.14 Membership of the Appeals Committee shall exclude any party involved in the Disciplinary Committee which investigated the original case.

9.15 Appeals may be made on one of the following grounds:

- that the conclusions reached were not reasonable or were not supported by evidence.
- That the penalty imposed was excessive
- That the committee misinterpreted or misconstrued a provision of the examination regulations.

9.16 Appeals must be lodged in writing within 7 days of the date of notification of the Disciplinary Committee's findings

9.17 The Appeals committee shall consider written submissions from the Appellant and the Disciplinary Committee, which will include the sanction imposed and the reason for the decision taken together with any relevant material which was presented to the Disciplinary Committee at its initial hearing.

9.18 The Appeals Committee may uphold, vary or set aside the original sanction.

9.19 The Registrar will confirm in writing, to the appellant, the decision of the Appeals Committee within five working days of the committee meeting.

9.20 A student may not graduate from the College until he/she has fully complied with the terms of the sanction imposed by the Disciplinary or Appeals Committee

11. Issuing of Examination Results.

11.1 Provisional examination results shall be issued to each student at the earliest convenience following the formal H.E.T.A.C. Examination Board Meeting in the College.

11.2 Examination results will be communicated, in writing, to the student at their home address. The onus is on the student to ensure that any change to home address is notified immediately, in writing, to the Registrar. Examination results will not be communicated by telephone under any circumstances.

11.3 Examination results are provisional until ratified by the Academic Committee of HETAC. Staff members shall endeavour to make themselves available to discuss these provisional results with students. Staff shall also attempt to provide guidance in relation to future performance.

- Should any alterations be made in marks before final approval by the appropriate Academic Committee of H.E.T.A.C., such alterations shall be communicated to the student concerned in writing at their home address.

12. Award Stage Students: The following HETAC regulation applies:

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An Award with Honours may not be considered unless the student has passed the final examination at the first attempt and in the first sitting. This means that, for example, if a student in year 4 fails a module during the summer examination sitting and has to repeat it in the Autumn, on passing the examination, they will be awarded a Pass degree only, irrespective of other marks accrued.

13. Request for Deferral of Part or All of Examinations

- (i) Only for the most serious of reasons may a student request the deferral of part or all of an official examination. Reasons which merit such consideration include the following:
 - Certified personal illness.
 - Immediate family bereavement within ten days of commencement of the examination.
- (ii) Requests for deferral of examinations must be made in writing to the Registrar. The reason(s) for seeking such a deferral must be clearly outlined.
- (iii) Should the Registrar reject a request for a deferral the student concerned may appeal in writing to the Academic Council outlining reasons for seeking such deferral of examination(s).
- (v) The Academic Council shall deliberate on the appeal at the earliest convenience. The Registrar shall outline to the Academic Council in writing his/her reasons for rejecting the appeal. The Registrar shall not participate in the Academic Council's formal decision on the appeal.

14. Re-checks and Review/Appeal of Provisional H.E.T.A.C. Examination Results

- 14.1 St. Patrick's College, Thurles, is a HETAC accredited Higher Education Institution. As such, it is bound by the 'Marks and Standards' set out by HETAC with regard to the awarding of degrees and the examination process that is an integral part of that process.
- 14.2 At St. Patrick's College there is a commitment to achieving and maintaining the standards of excellence which should be present in a third level institution. In addition to these high standards. St. Patrick's College seeks to provide a well-structured and supportive learning environment is that is permeated by a sense of fairness, at all times.
- 14.3 In accordance with the relevant provisions of the H.E.T.A.C. *Examinations Marks & Standards* students seeking a Review/Appeal or Re-check of their examination performance are advised what to do so strictly in accordance with H.E.T.A.C. guidelines. Failure to follow these guidelines shall nullify any such request for a Review/Appeal or Re-check.
- 14.4 **Re-check** means the administrative operation of checking the recording and the addition of marks.
- 14.5 **Review/Appeal** means the re-consideration in detail of all or part of the existing examination material.

14.6 Students who have failed modules are initially advised to make every possible attempt to attend the 'Consultation Day'. The date for 'Consultation Day' will be communicated to students in the letter accompanying their summer examination results.

The aim of this consultation is to:

- a) provide an opportunity for candidates to discuss their examination performance in detail with their assessor.
- b) provide an opportunity to explain the basis of the candidate's performance against the assessment criteria.

If, following consultation, the candidate feels that their mark does not fairly reflect their performance they should follow the Recheck/Appeals procedure.

PROCEDURE FOR RECHECK / APPEAL OF EXAMINATION RESULTS

RECHECK OF EXAMINATION RESULTS

A **Recheck** of examination results means the administrative operation of checking the recording and the addition of marks to ensure that there are no errors.

Recheck Procedure:

Students must complete and submit the Recheck/Appeal of Examination Results application form to the Registrar's Office within 5 working days of the date set for an opportunity to review results i.e Consultation Day. A copy of the application form is available on www.stpats.ie. This application form must be accompanied by the appropriate fee. The current fee is €30.00 per module. **Payment may be made by bank draft, postal order or cheque payable to St. Patrick's College. Cash cannot be accepted.**

In the case of an application for the **recheck** of examination results the student's examination scripts and continuous assessments will be checked to ensure that:

- a) all elements of the examination have been marked.
- b) all marks have been included in the final score.
- c) there are no errors in the addition of marks.
- d) approved assessment weightings have been applied to both continuous assessment and the end of year examination in calculating the overall result.

The re-check will be carried out by the Head of Department in the presence of the Registrar. The original Examiner will not perform the recheck of examination marks. Where it is established that sections of the examination paper have not been marked, the original examiner will be requested to mark these sections. Following this the marks will be re-calculated. The outcome of the recheck will be formally notified to the student by the Registrar. Should the outcome of the recheck require a change in the examination result, the application fee will be refunded and a revised judgement sheet will be issued to the student.

APPEAL OF EXAMINATION RESULTS

An **Appeal** means the re-consideration in detail, of all or part, of the existing examination material where feasible by the Internal and External Examiners. The grounds for an appeal **must be specified** under one of the following three headings:

- (i) There is evidence of substantive irregularity in the conduct of the examination.
 - i. A complete description of what happened and why the appeal is being made must accompany the appeal application.

- (ii) The marks awarded were incorrect or inappropriate.
 - i. A full and complete description of why you think the marks are incorrect must be included with the appeal application.
 - ii. Documentary evidence, that you have already received EITHER informal feedback on your performance from your lecturer OR the results of a formal recheck, must be submitted with your appeal application.

- (iii) Compassionate circumstances related to the candidate's examination situation which the Board of Examiners was not aware of when making its decision. In order to appeal under this heading, the following must be provided:
 - i. A detailed statement of the circumstances, indicating how they impacted on your examination performance
 - ii. Evidence of the steps taken to make the Board of Examiners aware of your circumstances and the response received. If no steps were taken you must explain why this is so.
 - iii. Where the circumstances are medical, appropriate dated medical certification by a Medical Practitioner will be required. It is advised that the Medical Practitioner comments on the impact that the condition might have had on your performance in the examination
 - iv. Any other appropriate dated evidence to support your appeal application.

Appeal Procedure:

Students must complete and submit the Recheck/Appeal of Examination Results Application Form to the Registrar's Office within 5 working days of the date for the opportunity to review examination results i.e. Consultation Day. A copy of the application form is available on www.stpats.ie. This Application Form must be accompanied by the appropriate fee. The current fee is €75.00 per module. **Payment may be made by bank draft, postal order or cheque payable to St. Patrick's College. Cash cannot be accepted.** Incomplete application forms will be returned to the student for completion. The application process will not proceed until the application form is complete and all the relevant documentation has been submitted.

An appeal application will automatically include a recheck of results.

Students must specify the grounds on which an appeal is sought and must submit all the information, which the student requires to have taken into account in the appeal. Letters of certification of circumstances must be included with the application (e.g. medical certificates, death notices etc.)

Following receipt of the Recheck/Appeal application form the Registrar will forward a copy to the Head of Department. The Registrar and Head of Department will gather all the relevant assessment material, the marks awarded and any communication between the External Examiner and the Department in relation to that script. All relevant material will be forwarded to the External Examiner or the appropriate Committee for review. The Registrar shall communicate the outcome of the appeal to the Student and the Head of the Department.

In the event that an examination mark is changed following an appeal the application fee will be refunded and an amended judgement sheet will be issued to the student.

Students are advised that:

- a) Pending the outcome of an appeal students should avail of the opportunity to sit repeat examinations if they have failed the module. Sitting repeat examinations will not affect their appeal in any way.
- b) The outcome of the appeal may not be successful.
- c) Marks may be revised downwards as well as upwards.
- d) The conferring of a degree may be deferred, pending the final outcome of an appeal.
- e) Copies of all material submitted in support of an appeal application, including, medical evidence, etc. will be forwarded to all those involved in assessing the application.

15. Marks and Standards

An up to date version of the HETAC Marks and Standards is available in the College Library. Students are advised to familiarise themselves with these regulations.