

4.6 Candidates

4.6.1 Entering for Written Examinations

1. Each Candidate shall enter for the examination by submitting a completed application form and paying the requisite examination fee by the scheduled closing date for receipt of entries. Permission to sit the examination shall normally be granted to those registered who have complied with the specific regulations of their programme. In the event of non-compliance with specific regulations of the Institute, results will not be released to the student until he/she is in good standing with the Institute.
2. In exceptional circumstances and at the discretion of the Institute, a Candidate may be allowed to enter for an Institute examination after the closing date, upon payment of the appropriate late entry fee.
3. All results are provisional until approved by Academic Council or the appropriate Awarding/Validating Body.
4. The Awarding Body shall not grant an award to any candidate whose result is regarded as provisional.
5. Section 4.13 of this document (Examination & Assessment Regulations) and an examination timetable are available on the LIT Student Portal.
6. The Candidate shall inform himself/herself of all matters relating to the examination process.

4.6.2 Examination Venues

1. The location of the Examination Venue(s) shall be specified on each Candidate's examination timetable. The Candidate should familiarise him/herself with the location of such Hall(s) prior to the date of his/her first examination.
2. The Candidate shall present him/herself for each examination in an orderly manner, and shall carry suitable identification for presentation when requested by the Invigilator.
3. The Institute reserves the right to alter the timetabled location of the Examination, where this is deemed to be in the interest of the Candidates or in other exceptional circumstances

4.6.3 Conduct of Examinations

The following sections relate to the conduct of examinations:

1. Examination & Assessment Regulations: Refer to Section 4.13 of this document.
2. Students with Special Learning Needs or Disability: Refer to Section 4.9.2 of this document.
3. Guidance Notes on Use of readers: Refer to Section 4.14.1 of this document.
4. Guidance Notes on the Use of Writers: Refer to Section 4.14.2 of this document.

4.7 Invigilation

4.7.1 Introduction

It shall be the responsibility of the Examinations Office to organise and manage the invigilation of written and practical assessments as appropriate. In discharging this responsibility the Examinations Office shall ensure that Invigilators are informed of their duties and responsibilities.

Prior to undertaking invigilation, Invigilators will be required to undertake appropriate briefing on Section 4, Assessment Regulations for Taught Programmes and where necessary, the

Computer Services Procedure For Practical Examinations (Ref: Quality Assurance Handbook, Volume 4: Operational Policies and Procedures).

4.7.2 Procedures before the Commencement of the written and practical Assessments

1. Prior to the admission of Candidates to the Examination Venue each Invigilator shall ensure that clock(s) are available and clearly visible to each Candidate
2. Before the commencement of the Examination the Invigilator(s) shall
 - (a) Check that candidates have in their possession photographic identification. In the event that a Candidate does not have such photographic identification, the Invigilator should direct the Candidate to the Examinations Office before the examination commences to obtain an entrance slip (Ref: Form ACRP 4103).
In situations where it is not practical for candidates to obtain an entrance slip prior to the commencement of the examination, on completion of the examination the Invigilator must accompany the Candidate to the Examinations Office to resolve the matter.
 - (b) Ensure that no prohibited equipment or material as listed in the Examination & Assessment Regulations, Section 4.13.3 Point 3, is brought into the Examination Venue.
 - (c) Ensure that Candidates are seated in their designated places
 - (d) Remind Candidates of the rules of conduct during the examination (Ref: Invigilators announcement to candidates before the commencement of examinations, Section 7.6.1)
 - (e) Ensure that each Candidate is satisfied that (s)he is in possession of the correct examination paper
 - (f) Announce clearly the commencement of the examination and the time allowed.

4.7.3 Procedures during the Examination

During the Examination the Invigilator shall:

- (a) ensure that each Candidate signs the Examination Attendance Register (CRN) (Form ACRP 4301), and check each Candidate's photographic identification.
- (b) complete and sign each page of the Examination Attendance Register (CRN) (Form ACRP 4301)
- (c) write the make of the candidate's calculator on the cover of the script
- (d) maintain constant supervision of the Candidate in order to ensure that he/she does not avail of unfair assistance by consulting unauthorised material or by communicating with another Candidate in any manner
- (e) where there is a suspected breach of regulations the Invigilator shall follow the procedure set out in Section 4.7.4 of these regulations
- (f) all incidents during an examination, no matter how minor, should be documented in the invigilator's report page of the Examination Attendance Register (CRN) (Form ACRP 4301)..This includes delay in start time, correction to examination paper, any noise, lighting or heating problem etc
- (g) not engage in any activity likely to cause disturbance to Candidates
- (h) ensure that Candidates do not engage in any activity likely to cause disturbance to other Candidates
- (i) keep a record of Candidate's visits to the toilets and manage toilet breaks securely
- (j) supply appropriate tables or other materials as specified for the examination(s)
- (k) supply answer books at the request of Candidates. Only a single book shall be supplied at any one time and a record of the number of answer books supplied shall be recorded beside the Candidate's name on the Examination Attendance Register (CRN) (Form ACRP 4301). These answer books will be stamped with the date of the examination

- (l) refer to the Examinations Office for resolution by the Internal Examiner or authorised nominee of any misprint, defect in the examination paper or request for clarification brought to the Invigilator's attention. Any clarification or correction provided by the Internal Examiner or authorised nominee shall be brought to the attention of all relevant Candidates. The Invigilator shall record any such issues on the Invigilator's Report page of the Examination Attendance Register (CRN) (Form ACRP 4301)
- (m) not give any explanation of the meaning of an examination question
- (n) advise the Candidates when thirty minutes remain of the allotted time for the examination

4.7.4 Invigilator Procedures for a Suspected Breach of Regulations

The Invigilator who suspects a breach of regulations has occurred shall carry out the procedure listed below:

- (a) Where possible the Invigilator shall require a second Invigilator to witness the suspected offence.
- (b) Where possible, the Invigilators shall mark the documents and/or scripts of the Candidate so as to indicate clearly the time, and the place, at which the alleged offence is suspected of having occurred.
- (c) The Invigilators shall require the Candidate to counter-sign their action at 4.7.4(b) above.
- (d) The Invigilators shall remove any, and all, suspect materials that may have contributed to the alleged offence, as well as any correcting fluid or erasers.
- (e) The Invigilators shall permit the Candidate to continue with the remainder of the assessment in the normal way.
- (f) The Invigilators shall complete, as soon as practicable, the Invigilators Report page of the Examination Attendance Register (CRN) (Form ACRP 4301) for reporting an alleged offence against Regulations, and present this Form, together with all of the suspect materials removed from the Candidate, to the Examinations Office.

4.7.5 Procedures at the Conclusion of the written Examination

At the conclusion of the Examination the Invigilator shall

- (a) announce the end of the examination period and ensure that Candidates stop writing when instructed to do so
- (b) ensure that Candidates remain seated while the scripts are being collected
- (c) ensure that each Candidate submits all answer books and other materials for assessment
- (d) record the number of answer books submitted by each Candidate and ensure that Candidates have returned all answer book(s) supplied to them, including unused answer books
- (e) ensure that both the scripts and the unused answer books are inaccessible to Candidates as they leave the Examination Venue
- (f) complete the Invigilator's Report Form
- (g) return all Candidates' scripts, surplus unused answer books, examination question papers and other materials together with the Examination Attendance Registers (CRN) (Form ACRP 4301) including the completed Invigilator's Report, to the Examinations Office.

4.7.6 Candidates leaving the Examination Venue

1. A Candidate who leaves the Examination Venue during any period of an examination without the permission of the Invigilator shall not be re-admitted during that examination. The Invigilator shall record any such event.
2. Where a Candidate seeks permission to leave the Examination Venue for personal needs, then the Candidate shall be accompanied by an Invigilator (of the appropriate gender where possible) who shall record the Candidate's examination number.

3. In the event that a Candidate becomes distressed or ill, the Examinations Office must be immediately informed. Such a Candidate shall be permitted to leave the Examination Venue accompanied by an Invigilator.
 - (a) In the event that such Candidate is able to continue with the examination after a period of time has passed, the permission of the Senior Invigilator or nominee shall be obtained before the Candidate is permitted to proceed. Such Candidate must have been in the care of an authorised person during the entire period of absence from the Examination Venue.
 - (b) In such circumstances a time extension equal to the period of absence from the Examination Venue may be granted, should the candidate wish to proceed with the examination.
 - (c) The Senior Invigilator shall note on the Invigilator's Report page of the Examination Attendance Register (CRN) (Form ACRP 4301) the time at which the Candidate had to leave the Examination Venue and the time at which he/she was permitted to return, together with details of the circumstances.

4.7.7 Late Admission to Examinations

Normally, no Candidate shall be admitted to the Examination Venue later than one half hour after the start of the examination; in exceptional circumstances however, and providing that no other Candidate sitting the same paper has withdrawn and left the Examination Venue, a Candidate may be admitted later, at the discretion of the Examinations Office/or nominee. In cases of late entry extra time will not normally be allowed.

4.7.8 Equipment Failure during an Assessment

In the event of equipment failure, where such equipment is essential for the conduct of the assessment (such as computing equipment) an appropriate time allowance shall be provided to enable the Candidate to complete the assessment.

4.7.9 Evacuation of the Examination Venue

In the event of fire or other emergency, the safety of the Candidates and the Institute Staff shall be the primary concern and the Invigilator(s) shall evacuate the Examination Venue in an orderly manner and without delay. In such circumstances the examination shall be declared void and shall be rescheduled.

4.7.10 Examination Office Reports

After the final examination, the relevant Head of Faculty/School/Department shall receive a copy of all Invigilator Reports for examinations in that Faculty/School/Department from the Examinations Office.

The Examinations Office will prepare a summary report of all Invigilation Reports for the Vice President Academic Affairs and Registrar, including a summary of incidents by type and a note on any areas needing attention.

4.8 Special Regulations for the School of Art and Design

The regulations as outlined in the Academic Council Regulations and Procedures for Taught Programmes Section 4 apply to the School of Art and Design with the following specialised criteria

4.8.1 Procedures for monitoring student performance

Recommendation for student attendance: In order to progress through each successive stage in the School of Art and Design, students are advised to attend studios, workshops, lectures, seminars, and tutorials as required.

4.8.1.1 Stages 1, 2, 3, 4 of all Degree Programmes

- a) These Programmes are structured into two 15 week semesters
- b) Student progression is monitored through Progress Reviews at the two mid-semester points,
- c) The purpose of the Progress Review is to:
 - i) evaluate progress to date
 - ii) ascertain the student's comparative strengths and weaknesses
 - iii) give an indication of the standard of each aspect of the student's work,
 - iv) pinpoint areas of possible weakness,
 - v) give appropriate guidance in preparation for the end of semester and end-of-stage assessment.
- d) After Progress Reviews have taken place, individual tutorials are undertaken where the views and recommendations arising out of the Review are communicated to the student. This is supported by a written report which is signed by both the staff carrying out the tutorial and the student. One copy of this report is placed in the student's record file and the other is kept by the student.
- e) It is the student's responsibility to ensure that he or she has read and signed his or her report within one week of the tutorial.
- f) Examinations in the form of Formal Graded Assessments carried out by members of the Programme Assessment Team take place at the end of each semester of each stage of the programme.
- g) A student must pass all semester examinations in each stage of the programme in order to progress to the next stage or to graduate with an award
- h) If a student fails in the Main study at Semesters 1, 3, 5, or 7, with a grade in the range of 30%-39%, a Withheld Result will be entered onto the Semester Examination Broadsheet and the student will be allowed to continue to either Semester 2, 4, 6, 8, but will be placed on Conditional Approval (see 4.8.1.3)
- i) If a student fails in the Main Study Subject with a grade below 30% in Semesters 1, 3, 5, or 7, he or she will be allowed to proceed to the subsequent semester examination but will not be allowed to proceed to the next stage of the programme until the failed semester has been successfully repeated.
- j) If a student is awarded a Fail grade below 40% in the Main Study Subject at either Semester 2, 4, 6, or 8 he or she will fail the examination outright and will not be allowed to proceed to the next stage or to graduate until the failed semester has been successfully repeated.
- k) A student who fails the Discipline Elective module in semester 2 of the programme with a mark between 35% - 39% may pass the examination as a whole by application of the compensation rule, if the marks in the Selected Discipline module are double the deficiency of the failed module above the Pass threshold.
- l) A student who fails the Critical and Contextual Studies module in any semester of the programme with a mark between 35% -39% may pass the examination as a whole by application of the Compensation rule, if the marks in the Main Study are double the deficiency of the failed module above the Pass threshold.
- m) Compensation cannot be applied to a Main Study failure
- n) If a student fails the Critical and Contextual Studies module at Semesters 1, 3, 5 or 7 of the programme with a mark between 30% and 34%, a Withheld Result will be entered for the total examination. The student will be allowed to proceed to Semesters 2, 4, 6, or 8 but will be placed on Conditional Approval
- o) A student who fails Critical and Contextual Studies at Semesters 1, 3, 5, or 7 with a mark below 30% will be allowed to progress to the succeeding semester and its examination point but will have to successfully resubmit all the Failed CCS Assessment requirements

over this semester before he or she is allowed to progress to the following stage or to graduate. A student who having resubmitted work that still falls below the 40% Pass threshold will have to successfully repeat the module over a succeeding semester before he or she is allowed to progress to a following stage or to graduate

- p) If a student fails the Critical and Contextual Studies module at Semesters 2, 4, 6, or 8 with a mark below 34% the student will not be allowed to progress to the succeeding stage or to graduate until the failed module examination requirements are successfully resubmitted to either the succeeding Autumn Repeat Examination Board or the following years appropriate Summer Examination Board
- q) In Semesters 1, 3, 5, and 7, 50% of the overall marks attained by a student are carried forward to Semesters 2, 4, 6, and 8. At the end of these Semesters, 50% of the students overall mark achieved is aggregated with the 50% carry forward mark to arrive at an overall grade at the end of Stages 1, 2, and 3, and a final grade and Classification at the end of Stage 4.
- r) Pass thresholds apply to all modules but do not apply to module elements

4.8.1.2 Professional Master of Education in Art and Design with Digital Media

This programme is structured into two 30 week stages. Progress is monitored by;

- a) Supervision of School Placement on at least six occasions.
- b) A series of assignments in Foundation of Education Studies and Professional Studies modules.
- c) Reviews of studio work in Art and Design Curriculum and Practice modules.

4.8.1.3 Conditional Approval

- a) Conditional Approval is defined as a period of approximately eight weeks duration up to the progress Review Point of Semesters 2, 4, 6, or 8, during which, a student and his or her work are under particular scrutiny in order to establish whether he or she has the capacity to successfully retrieve poor academic performance from Semesters 1, 3, 5, or 7
- b) A student may be placed on Conditional Approval for any of the following reasons:-
 - i) Overall attainment is below the required pass standard in any or all modules and compensation cannot apply
 - ii) Incomplete submission of course work
- c) If a student successfully completes the Conditional Approval period and a Retrieval of Performance has taken place by the succeeding semesters Progress Review Point, an Examination Broadsheet Amendment will be completed and the original fail grade entered into the previous semesters Examination Broadsheet will be amended to show a Pass mark of 40%
- d) If a student fails to satisfactorily complete a Conditional Approval period, and a Retrieval of Performance has NOT taken place by the following semesters Progress Review Point, an Examination Broadsheet Amendment will be completed and the previous semesters Withheld Result will be amended so that the original Fail Grade will stand. The student will be allowed to proceed to the subsequent semester examination but will not be allowed to progress to the following stage or to graduate until the failed semester has been successfully repeated.
- e) The decision to place a student on Conditional Approval is in the hands of the appropriate Examination Board. The student will consequently be informed in writing of such a decision. The student may appeal such a decision through the normal appeals process.

4.8.1.4 Studio Based Work Deadlines

The regulations concerning adherence to deadlines in Studio Based Work are as follows:-

- a) If a student fails to meet project deadlines, but submits within five working days of the deadline, they may only receive a maximum mark of 40% (the pass mark).
- b) Work that arrives after five working days receives no mark or accreditation. There are normally two exceptions to this regulation:-

- i) When the student has been ill, or has suffered a close family bereavement, in which case certification is required,
- ii) There is other good cause that can be supported by appropriate evidence submitted to the Head of Department within five working days of the deadline (ref Section 4.9.3).

If a student is covered by one of these exceptions, they are allowed an extension up to a specifically agreed cut-off date.

For deadlines in Critical and Contextual Studies see CCS Handbook.

4.8.1.5 Examination Repeats

- a) Non-award bearing examinations or stages
 - i) In Stages 1, 2, 3, and 4 an Autumn Repeat examination is only possible in Critical and Contextual Studies for students achieving a fail mark of below 34% in the original examination
 - ii) For Main Study Repeat, a student may re-attend the Failed Semester in a following year and resubmit for the appropriate examination at the end of that semester.
- b) Award Bearing Examinations
 - i) In the Honours Degrees in Fine Art and Design, repeat examinations in the Main Study are not possible in the Autumn Repeat Examinations. Students failing the Main Study examination will have to successfully repeat the semester in order to progress to the following stage or to graduate. A Student repeating the semester leading to an Award Bearing Examination may only be awarded a PASS Classification at either of these examinations
 - ii) In the Professional Master of Education in Art and Design with Digital Media, repeat examination in School Placement at Stage One and Stage Two is not possible in the Autumn Repeat Examinations. Students failing School Placement at either Stage One or Two will have to successfully repeat the module during the following academic year and resubmit for the appropriate summer examination board at the end of that academic year in order to progress or graduate. A student repeating School Placement in Stage Two may only be awarded a PASS Classification.

4.9 Special Circumstances Relating To Assessment

4.9.1 Viva Voce Examination

The Institute shall have the right to assess any Candidate by a viva voce examination in addition to the normal assessment process as defined in the Programme Document.

4.9.2 Specific Learning Difficulties or Disability

It is the policy of the Institute to facilitate by all appropriate means the participation of students with specific learning difficulties or disability in the programmes offered by the Institute.

1. Students who have specific learning difficulties or disability, and wish to apply for reasonable accommodations for sitting assessments, must provide to Limerick Institute of Technology a copy of the medical/psychological assessment report upon which the reasonable accommodations are based. Such report shall be accompanied where possible by details of any reasonable accommodations that may have been provided for the Student in State Examinations before entering Limerick Institute of Technology.
2. Where a specific learning difficulty becomes apparent during a Student's attendance at Limerick Institute of Technology, the Student shall be informed of the need for a medical/psychological assessment report to enable him/her to avail of any reasonable accommodations.
3. It shall be the responsibility of the Student to arrange for and produce such a report before the Institute provides any reasonable accommodations.
4. Reasonable accommodations that may be required at assessment times may include:

- (a) The use of reader/scribe/sign language interpreter – see guidelines in Section 4.14 of these Regulations.
 - (b) Extra time allowance – including possible supervised rest breaks
 - (c) Recordings and typescripts of answers
 - (d) Additional equipment
 - (e) Special alternative forms of assessment
5. The existence of a specific learning difficulty does not automatically entitle a Candidate to reasonable accommodations. Even though a person may have a specific learning difficulty, he/she may not require the provision of reasonable accommodations – a decision can only be made on the basis of a medical/psychological assessment.
 - (a) The Institute shall confirm with the Student whether he/she has been given any reasonable accommodations for sitting examinations before entering the institute. Previously agreed accommodations may be facilitated where appropriate.
 - (b) In the event of no evidence being produced to indicate that a medical/psychological assessment has been previously carried out, then a medical/psychological assessment and report would need to be completed in order to assess the extent of the specific learning difficulty or disability and to indicate the appropriate support required.
 6. When reasonable accommodations have been implemented in the case of a Student with specific learning difficulties, this is noted by the examination invigilator on the register of attendance (CRN).

4.9.3 Extenuating Circumstances

Extenuating circumstances must be brought to the attention of the relevant Head of Department at the earliest possible opportunity.

1. A candidate who is of the opinion that his/her performance in an examination, or in other assessed work, or that his/her ability to attend an examination, or to comply with regulations governing assessment, examination or course work, has been adversely affected, may refer these circumstances to the appropriate Head of Department with a request that the circumstances be brought to the attention of the appropriate Board of Examiners. It is the responsibility of the Candidate to provide the Head of Department with any information concerning those personal circumstances that he/she believes may affect or have affected his/her performance and that he/she wishes the Board of Examiners to take into account. This information must be supplied within five working days of the examination taking place. Except in exceptional circumstances information of this nature shall not be considered if presented after the meeting of the Board of Examiners.
2. The request to the Head of Department shall be in writing and shall be delivered as soon as practicable, and in any event not later than five working days after formal examination or after the published date for submission of other forms of assessment.
3. The Candidate shall in the written request explain fully and clearly the circumstances and state in what way and between what dates they affected him/her.
4. The request shall be accompanied by relevant documentary evidence - a Medical Doctor's Certificate, Notice of Death, or Death Certificate.
5. The Head of Department may seek such supplementary information as may be deemed appropriate from whatever source, to assist the Board of Examiners in its consideration of the extenuating circumstances identified by the Candidate, and/or may interview the Candidate in order to allow him/her to clarify the request.
6. When a Board of Examiners makes any decision as to the final result of assessment affecting a Candidates progress, the Board of Examiners shall consider in accordance with these regulations and procedures any circumstances referred to it by the Head of Department.

4.9.4 Aegrotat Award

1. In circumstances relating to assessment for an award where the Board of Examiners has insufficient evidence to determine a Candidate's performance but is satisfied that, but for illness or other valid cause, the Candidate would have achieved the required standard, the Board of Examiners may recommend that an unclassified award be made.
2. Prior to making a recommendation of such an Aegrotat award the Vice President Academic Affairs and Registrar shall establish that the Candidate has agreed to accept such an award.
3. A Candidate who accepts an Aegrotat award waives the entitlement to be reassessed.
4. A Candidate who elects to be reassessed rather than accept an Aegrotat award shall waive the entitlement to such an award.

4.9.5 Posthumous Award

In the event of the untimely death of a fully registered student attending the award stage of their programme of study, an award may be conferred posthumously, where the Institute considers such an award to be appropriate.

4.10 Examination Reviews

4.10.1 Examination Script Inspection

A candidate may apply to the Examinations Office to inspect his/her marked examination script(s). A supervised viewing session will be agreed. The candidate may be accompanied by a companion when viewing script(s). The name of the companion is captured on Form ACRP 4501 along with the candidate's details and signature, the supervising invigilator's name and signature, and details of the module examination script(s) viewed. A candidate is advised to view his/her examination script(s) prior to lodging a request for Examination Review.

4.10.2 Examination Review

Examination Review within the Institute is a review of a decision of the Board of Examiners and means the rechecking and re-consideration in detail of all or part of the existing examination material.

4.10.3 The Grounds for an Examination Review

The Institute is only prepared to consider requests for an Examination Review that are based on one of the following grounds: -

- (a) The examination regulations of the Institute have not been properly implemented, and where there is a prima facie case that this has had an adverse affect on the Candidates performance.
- or
- (b) Compassionate/Extenuating circumstances related to the Candidate's examination situation were made known to the Institute by the Candidate prior to or during or within 5 working days of the examination concerned of which the Board of Examiners were unaware.
- or
- (c) There has been an error in the recording and addition of marks on a particular paper (Application for an administrative recheck of the recording and addition of marks)

A candidate may not seek a review of the academic judgement of the examiners.

4.10.4 Procedures to be followed to request an Examination Review

1. Application forms are available from the Examinations Department and are also available on the LIT web-site (Form ACRP 4502).
2. An application, signed by the applicant and accompanied by the appropriate fee for an Examination Review, should be received by the Examinations Office within five working days of the publication of the Candidate's provisional results. Only a written request for an Examination Review signed by the Candidate concerned will be considered.
3. The application for an Examination Review must identify the examination(s) for which the Examination Review is being sought. It must also specify with supporting statement the grounds on which an Examination Review is sought and must contain all information that the Candidate requests to have taken into account in the Examination Review.
4. The application will be checked by the Vice President Academic Affairs and Registrar to determine if the grounds for the Examination Review are met. This check will include an administrative recheck of the recording and addition of marks by the Head of Faculty/School/Department and/or the module lecturer(s).
5. Where the Vice President Academic Affairs and Registrar deems an application valid, the Application for the Examination Review shall be forwarded to the Head of Faculty/School/Department, who will ensure that this will be carried out within five working days.
6. When the Head of Faculty/School/Department suspects that a delay is envisaged by him/her in the process of Examination Review, the Head of Faculty/School/Department shall advise the Vice President Academic Affairs and Registrar in writing of the delay, the reasons for the delay and the expected completion date for the Examination Review. The Vice President Academic Affairs and Registrar shall so inform the Candidate in writing.
7. The Examination Review will normally be carried out by two people: Head of Faculty/School/Department or nominee, and Internal Examiner. Where necessary the External Examiner or an appropriate academic may substitute for Internal Examiner.
8. Decision on the Examination Review will be reported on the appropriate form (Form ACRP 4502) to the Vice President Academic Affairs and Registrar by the Head of Faculty/School/Department
9. Upon receipt of the Report, the Vice President Academic Affairs and Registrar will instruct the Examinations Office to communicate the result to the Candidate. A candidate has a right to appeal the result of an Examination Review to the Board of Appeal (ref Section 4.12).

4.11 Breaches of Assessment Regulations

4.11.1 General Principles

1. It shall be an offence under these Assessment Regulations for a Candidate to procure, or to attempt to procure a breach of these Assessment Regulations, whether on his/her own behalf, or by or on behalf of any other person.
2. A breach shall be deemed to have occurred when any actual, or attempted form of
 - (a) cheating,
 - (b) plagiarism (as defined in Section 4.13 of these regulations),
 - (c) misrepresentation,
 - (d) bribery,
 - (e) falsification,
 - (f) personation or other such form of deception,
 - (g) breach of examination paper security,
 - (h) untrue claim to have carried out experiments, or other forms of laboratory work,
 - (i) untrue claim to the proper acquisition of results,

is perpetrated by a Candidate whether acting alone or in concert with any other person or persons.

3. When an offence is alleged to have occurred, a Board of Assessment Enquiry shall be conducted into the known and relevant circumstances of the alleged offence.
4. When a candidate has been determined to have committed an offence by a Board of Assessment Enquiry, the Board of Enquiry shall issue a result, or amend a previous result, based on that determination. The result of the enquiry will be conveyed to the Board of Examiners at its next sitting.

4.11.2 Reporting Procedures for an alleged Offence

The following procedures shall be effected where an offence is suspected of having occurred,

1. During Coursework Assessment:

- (i) The Examiner shall give the student the opportunity, in the first instance, informally to discuss his/her concerns about the possibility of the coursework coming within the definition of plagiarism as defined. The student will be entitled to clarify and/or explain any matters of concern raised. This process is confidential.
- (ii) If the matters are still unresolved, the Examiner shall report the matter immediately and in writing, to the appropriate Head of Faculty/School/Department, giving all details and materials relevant to the allegation of an offence.

2. During an Invigilated Assessment:

See Section 4.7.4 of these regulations

3. During Marking of an Invigilated Assessment:

The Examiner shall submit a report, in writing, to the appropriate Head of Faculty/School/Department, setting out a detailed basis for the belief that an offence has occurred, and including all materials relevant to the formation of such belief.

4.11.3 Action on Report of an alleged Offence.

1. The Examinations Office

On receipt of a report from an Invigilator of an alleged offence, The Examinations Office shall take the following action,

- (a) Inform the Vice President Academic Affairs and Registrar of the alleged breach by submitting a copy of the report to him/her
- (b) Inform the appropriate Head of Faculty/School/Head of Department of the alleged offence by submitting a copy of the report to him/her for action

2. A Head of Faculty/School/Department.

On receipt of a report of an alleged offence a Head of Faculty/School/Department shall take the following action:

Convene a Board of Assessment Enquiry and notify the Candidate alleged to have committed the offence, of the intention to hold a Board of Assessment Enquiry into the allegation. Such notification shall,

- (a) be sent by registered post at least 5 working days in advance of the meeting of the Board of Assessment Enquiry.
- (b) provide the Candidate with a copy of the allegation and suspect material to be introduced in evidence,
- (c) provide the Candidate with full details of the Board of Assessment Enquiry Procedures,
- (d) inform the Candidate of his/her right to appeal any decision of the Board of Assessment Enquiry to a Board of Appeal

4.11.4 Board of Assessment Enquiry

The purpose for convening any Board of Assessment Enquiry shall be the determination of whether an offence against Assessment Regulations has been committed by a Candidate

and recommendation on penalty if required. The Candidate has the right to natural justice and fair procedures.

1. Role of the Board

- (a) To consider all of the relevant evidence submitted as to the alleged offence
- (b) To consider any submission made by the Candidate in person and/or by a person accompanying the Candidate
- (c) To allow the Candidate to confront the evidence
- (d) To determine whether an offence has been committed and to impose a penalty if an offence has been committed
- (e) To report such determination, in writing and by registered post, to the Candidate alleged to have committed an offence
- (f) To inform the Vice President Academic Affairs and Registrar, in writing, of the outcome of the Assessment Enquiry.

2. Members of the Board

- (a) The Head of Faculty/School/Department, with responsibility for the Programme being followed by a Candidate accused of an offence
- (b) A member of Academic Staff from that Department, OTHER than the one reporting the alleged offence.
- (c) A member of Academic Staff from another Department.

3. Duties of Board Members

The Head of Faculty/School/Department shall act as Chairperson of the Board of Assessment Enquiry and shall be responsible for the proper conduct of the meeting having due regard to natural justice and fair procedures, It shall be the duty of the members of the Board to give full and proper examination of all the relevant details of the alleged offence and decide on the outcome.

The Examinations Office, or the nominee acting on behalf of the Examinations Office, shall act as the recording secretary of the Board, and shall be responsible for,

- (a) maintaining a written record of the business of the Board,
- (b) maintaining all materials relating to the business of the Board,
- (c) writing to the Board of Examiners, at the direction of the Chairperson, to convey any outcome arrived at by the Board of Assessment Enquiry,
- (d) convey the outcome of the Board of Assessment Enquiry in writing to the Vice President Academic Affairs and Registrar

4. Board Procedure

The Board shall proceed on the basis of discussion between the Board members and the Candidate alleged to have committed the offence, and the person alleging the offence (if required) of the details of and basis for the allegation of an offence, so as to reach a determination on the alleged offence.

5. Witnesses to the Board

- (a) The Board may summon as a witness any person who may, in the belief of the Board, have relevant evidence or testimony to furnish to the Board.
- (b) The Candidate, against whom the complaint is made, shall be permitted to call witnesses in defence of the alleged offence.
- (c) The Candidate, against whom the complaint is made, shall be permitted to be accompanied by another person during questioning provided such person is not a member of the Academic Staff of the Institute.

6. Penalties awarded by Board of Assessment Enquiry

- (a) Where a Candidate has been found guilty by a Board of Assessment Enquiry of an offence against Assessment Regulations the penalties to be imposed by the Board of Assessment Enquiry may constitute any or all of the following,
 - (i) A redistribution in marks allocated or a reduction in marks allocated, to reflect the serious nature of the offence;
 - (ii) A mark of ZERO in the module assessment or component part of the module assessment in which the offence was committed.

- (iii) A mark of ZERO in ALL of the module assessments for the particular examination session.
 - (iv) A declaration that the Candidate is ineligible for any special award of the Institute.
 - (v) Suspension of the Candidate from all activities of the Institute for a fixed period of time.
 - (vi) A recommendation to the Governing Body of the Institute for the formal expulsion of the Candidate from the Institute
- (b) Where a Candidate is given a mark of ZERO in (a)(ii) or (a)(iii) above, the Board of Enquiry additionally shall specify the period of time that must elapse before the Candidate shall be entitled to seek a reassessment.
- (c) The candidate will be informed of the outcome of the Board of Assessment Enquiry. Where a student has been found to be in breach, the student has a right to appeal the decision of the Board of Assessment Enquiry to a Board of Appeal.

4.12 Appeal against a decision of an Examination Review or Board of Assessment Enquiry

Where a Candidate seeks to lodge an appeal against the decision of an Examination Review or Board of Assessment Enquiry the procedure set out in the Academic Council Bylaw 2 – Academic Council Board of Appeal shall be followed.

If the candidate is not satisfied with the decision of the Academic Council Board of Appeal, the Candidate has recourse external to the Institute, including the Office of the Ombudsman.

4.13 Examination & Assessment Regulations Limerick Institute of Technology

4.13.1 Introduction

1. Examinations include written, oral, practical, project work, studio work, dissertation/thesis and continuous assessment.
2. Where continuous assessment exercises/project work/practicals, dissertations and thesis form part of the overall examination process, students should note that any copying or plagiarism of any kind in these elements is included under these examination regulations. (see definition of Plagiarism in Section 4.13.6)
3. A breach of examination and assessment regulations shall be deemed to have occurred when any actual, or attempted form of
 - (a) Cheating
 - (b) Plagiarism as defined in Section 4.13.6.
 - (c) Misrepresentation
 - (d) Bribery
 - (e) Falsification
 - (f) Personating or other such form of deception
 - (g) Possession of copies of examination questions, or examination papers, in advance of the examination being held
 - (h) Untrue claim to have carried out experiments, or other forms of laboratory work
 - (i) Untrue claim to the proper acquisition of results IN PRACTICAL WORK is perpetrated by a Candidate whether acting alone, or in concert with any other person or persons.
4. Students will be obliged to have an LIT-approved plagiarism software report, where appropriate, associated with every written assignment.

4.13.2 Preparation & Attendance

1. Each student has a personal responsibility to ensure that he/she has entered for the appropriate examination, before the required closing date. Clarification of dates can be obtained from the Examinations Office
2. It is the Candidate's responsibility to familiarise himself/herself with the examination timetable.
3. To gain entry to an examination a Candidate must be in possession of one of the following forms of Photographic Identification: a current Institute Identity Card, a valid passport, a valid driver's licence.
4. A Candidate should normally be seated at his/her appointed place 10 minutes before the scheduled starting time of the examination.
5. A Candidate shall not normally be admitted to the examination venue later than half an hour after the start of the examination.
6. In exceptional circumstances, and provided that no other Candidate sitting the same paper has withdrawn and left the Examination Venue, a Candidate may be admitted later, at the discretion of the Senior Invigilator. In such circumstances additional time shall not normally be allowed. In the event that the circumstances warrant additional time this may be permitted at the discretion of the Senior Invigilator.
7. The Candidate shall place his/her Photographic Identification in a visible position on his/her appointed desk for the duration of the examination.
8. The Candidate shall sign the Attendance form when requested by the Invigilator.
9. A Candidate who is prevented through illness from taking any examination shall submit to his/her Head of Department a certificate from a registered medical practitioner within FIVE working days of the examination taking place.
10. A Candidate wishing to temporarily leave the Examination Venue may not do so unless accompanied by an Invigilator.
11. A candidate may not permanently leave the examination venue until after 45 minutes have elapsed.
12. Where a Candidate becomes distressed or ill during the course of an examination, such a Candidate may be permitted to temporarily leave the Examination Venue accompanied by an Invigilator. In such circumstances, and at the discretion of the Senior Invigilator, a time extension may be allowed to the Candidate to complete the examination.
13. A Candidate who permanently leaves the examination after 45 minutes have elapsed may take the question paper with him or her unless otherwise stated on the question paper.
14. A Candidate who receives permission to leave the examination venue shall do so expeditiously and quietly.
15. A Candidate may not permanently leave the examination venue within the last 15 minutes of the time allowed.

4.13.3 Examination Materials

1. Permitted items
 - (a) A Candidate is permitted to bring into the examination pens, pencils, pencil sharpener, ruler, pencil eraser and a bottle of water or a bottle of other non-alcoholic drink.
 - (b) Where specified in the requirements for a particular examination, a Candidate may also be permitted to bring to the examination mathematical instruments, and/or drawing instruments.
 - (c) Where specified in the requirements for a particular examination, a Candidate may also be permitted to bring to the examination a bottle of correcting fluid and/or a pocket calculator with a maximum of two lines display. The calculator must be non-programmable, non-mains operated and silent. If the Candidate uses a calculator in an examination, he/she must write the make and model number on the front of the answer book
2. Annotation of materials permitted in the examination.

In most modules, no course or other materials are permitted. For some examinations, however, Candidates are expected to have part of the course material, or other materials, with them. The texts or course materials that are permitted are listed on the examination paper. When course materials are permitted for a particular examination, these materials must NOT have been annotated in any fashion.

3. Prohibited items
 - (a) All course materials, unless specified otherwise on the examination paper.
 - (b) Science, mathematical and technical dictionaries, unless the module rules say they are permitted.
 - (c) Any programmable device with or without remote data access capability such as laptop computers, tablets, personal organisers, radio pagers, mobile telephones or any other communication equipment, electronic dictionaries, or thesauri. Device alarms must not be set to go off during the examination.
 - (d) Anything not listed as permitted in these rules or the rules of individual modules.
4. Permitted items must not be tampered with or contain any material that would assist the candidate during the examination.

4.13.4 Running of Examination

1. Silence must be maintained at all times while in the examination venue.
2. Smoking is not allowed in the examination venue.
3. Personal effects such as coats or bags must be deposited in such place as the Invigilator may direct.
4. A Candidate may not communicate with, receive assistance from, or copy from the paper of another Candidate.
5. A Candidate may not use unfair means before or during an examination.
6. A Candidate shall not, without permission, eat in the Examination Venue.
7. Candidates may not leave the Examination Venue until permitted to do so by the Invigilator (ref Section 4.13.2).
8. Application for permission to partake of essential medication during an examination must be supported by medical approval.
9. An Invigilator shall be empowered to inspect any material in the possession of a Candidate during an examination.
10. A Candidate shall ensure that he/she is in possession of the correct examination paper and must comply with the instructions printed on the examination paper and on the answer book.
11. A Candidate is required to enter on the front cover of all answer materials issued to him/her by the Invigilator, his/her examination number and the module title of the examination (as printed on the examination paper).
12. A Candidate may begin writing/working only when instructed to do so by the Invigilator
13. A Candidate who requires additional writing/drawing paper should raise his/her hand to gain the attention of the Invigilator.
14. When the Invigilator announces the end of the examination, Candidates shall immediately cease working and remain in place until all examination material have been collected.
15. Rough work should be included in the answer book and identified as such.
16. It is the responsibility of the Candidate to submit all scripts, drawing papers/charts including rough work, unused answer books, and other materials provided by the Invigilator before leaving the Examination Venue.
17. The Candidate may not seek the return of examination material once it has been handed to and accepted by the Invigilator.
18. The Candidate may not remove from the Examination Venue any items provided by the Institute other than examination question paper.

19. The Invigilator shall expel a Candidate whose behaviour is disruptive and who persists in such behaviour from the Examination Venue. In such circumstances the Invigilator shall retain all materials issued to the Candidate.

4.13.5 Breach of Examination Regulations

1. Any breach by a Candidate of these regulations;
 - (a) during the examination shall be documented by the Invigilator and reported to the Examinations Office. The Candidate shall be notified to this effect by the Invigilator
 - (b) which is discovered during the marking of the examination, shall be documented by the Lecturer and reported to the Head of Department.
2. The penalties to be imposed by a Board of Assessment Enquiry are set out in Section 4.11.4 Point 6.

4.13.6 Plagiarism

Definition: (The University of North Carolina)

“the deliberate or reckless representation of another’s words, thoughts, or ideas as one’s own without attribution in connection with submission of academic work, whether graded or otherwise”

4.13.7 Training on plagiarism

It is recommended that appropriate training should be provided to all students in the avoidance of plagiarism. For example, students should be made aware of the library publication Write it Right and should be encouraged to adopt it or some other standard in writing assessments.

Students should be encouraged to electronically submit assignments through an LIT-approved plagiarism software application (e.g. Turnitin). The associated report reinforces the importance of avoiding plagiarism and provides appropriate feedback to students.

4.14 Readers, Scribes and Sign Language Interpreters

4.14.1 Guidance Notes on Use of Readers

1. A reader is a person who, on request, will read to the Candidate: -
 - (a) The entire or any part of the examination paper or coursework material
 - (b) Any part of the Candidate’s answers.
2. A reader may also act as a scribe.
3. The use of a reader should not give a Candidate an unfair advantage, nor should it further disadvantage the Candidate.
4. The use of a reader must not modify scheme content or any specific scheme requirements. In some cases, the reading of material may be the skill being examined.
5. Additional time will be permitted for the use of a reader and will normally be up to 25% of the prescribed duration of the examination.
6. A reader should be a responsible adult who is able to read accurately, and at a reasonable rate, and who, in the case of a foreign language, scientific, mathematical or technical subject, should ideally be competent in the reading of that subject.
7. A reader should not be the Candidate’s own lecturer, but there may be exceptional circumstances in which it is necessary to use the Candidate’s own lecturer. Again, only in exceptional circumstances, may a relative of the Candidate be used as a reader. In these circumstances, the reader may not act as an invigilator (see point 10 below)
8. A Candidate should, wherever possible, have had adequate practice with a reader.

9. A Candidate having the services of a reader should be accommodated in such a way that no other Candidate is able to hear what is being read.
10. The Reader/Scribe may also act as an Invigilator.
11. During an assessment, a reader: -
 - (a) Shall read accurately and read only the rubrics and questions
 - (b) Shall not give factual help to the Candidate nor offer any suggestions
 - (c) Shall not advise the Candidate regarding which question to attempt, when to move to the next question, nor the order in which the questions should be completed.
Instructions given on the question paper can be repeated only when the reader is specifically requested to do so by the Candidate.
 - (d) Shall immediately refer any problems in communication during the examination to the Floating Invigilator.

4.14.2 Guidance Notes on Use of Scribes

1. A Candidate is eligible to dictate his/her answers to a scribe if he/she suffers from long-term or temporary disability that prevents him/her from communicating by any other means.
2. A scribe may also act as a reader.
3. The use of a scribe should not give a Candidate an unfair advantage, nor should it further disadvantage the Candidate.
4. The use of a scribe must not modify scheme content or any specific scheme requirements. In some cases the writing of material may be the skill being examined.
5. Additional time will be permitted for the use of a scribe and will normally be up to 25% of the prescribed duration of an examination.
6. A scribe should be a responsible adult who is able to produce an accurate record of the Candidate's answers, can write legibly and at a reasonable speed, and in the case of a foreign language, scientific, mathematical or technical subject, will ideally be competent in the writing of that subject.
7. A scribe should not normally be the Candidate's own lecturer, but there may be exceptional circumstances in which it is necessary to use the Candidate's own lecturer. Again, only in exceptional circumstances, may a relative of the Candidate be used as a scribe. In these circumstances, the scribe may not act as an invigilator (see point 10 below)
8. A Candidate should, wherever possible, have had adequate practice with a scribe.
9. A Candidate using a scribe should be accommodated in such a way that no other Candidate is able to hear what is being dictated.
10. The Reader/Scribe may also act as an Invigilator.
11. During the assessment, a scribe: -
 - (a) Shall not give factual help to the Candidate nor offer any suggestion;
 - (b) Shall not advise the Candidate regarding which question to attempt, when to move to the next question, nor the order in which questions should be done;
 - (c) Shall write down answers exactly as they are indicated;
 - (d) Shall draw or add to maps, diagrams, graphs strictly in accordance with the Candidate's instructions;
 - (e) Shall write in a correction on a typescript or Braille sheet if requested to do so by the Candidate;
 - (f) Shall immediately refer any problems in communication during the examination to the Floating Invigilator.

4.14.3 Guidance Notes on Use of Sign Language Interpreters

1. A sign language interpreter is a person who, on request, will sign to the Candidate the entire or any part of the examination paper or coursework material

2. The use of a sign language interpreter should not give a Candidate an unfair advantage, nor should it further disadvantage the Candidate.
3. The use of a sign language interpreter must not modify scheme content or any specific scheme requirements. Where a student's first language is ISL an interpreter may, if requested, offer a translation of ISL vocabulary into English; this may include offering the spelling of word in English on the basis of ISL vocabulary. The student may request that the interpreter translate questions from the written examination paper. If, following translation, there is need for further clarification, the interpreter may attempt to rephrase their interpretation but they must not attempt to introduce additional information over and above that which is specifically mentioned in the question. Any further clarification that is sought should be referred to the examiner and not offered by the interpreter.
4. Additional time will be permitted for the use of a sign language interpreter and will normally be up to 25% of the prescribed duration of the examination.
5. A sign language interpreter should be a responsible adult who is able to sign accurately, and at a reasonable rate, and who, in the case of a foreign language, scientific, mathematical or technical subject, should ideally be competent in the signing of that subject. Where possible, the Sign Language Interpreter should be an accredited professional bound by the Irish Sign Language Interpreters own code of ethics which clearly indicates the requirement for neutrality.
6. A sign language interpreter should not normally be the Candidate's own lecturer, but there may be exceptional circumstances in which it is necessary to use the Candidate's own lecturer. Under no circumstances may a relative of the Candidate be used as a sign language interpreter.
7. A sign language interpreter may NOT act as an Invigilator. The interpreter should translate all announcements and information given by the invigilator prior to and during the examination.
8. The interpreter should translate all interaction between the examiner and the student, including questions and clarifications. The interpreter should interpret no other speech/sign, nor go beyond the student's or the invigilator's/examiner's communications.
9. If a student wishes to sign his/her assignment or examination and to have this simultaneously transcribed by a scribe, the interpreter may seek clarification, as is normal in interpreted interaction. This should be done in a manner that reduces the impact upon the student's flow.
10. During an assessment, a sign language interpreter: -
 - (a) Shall sign accurately and sign only the rubrics and questions
 - (b) Shall not give factual help to the Candidate nor offer any suggestions nor guidance to the student in answering a question
 - (c) Shall not advise the Candidate regarding which question to attempt, when to move to the next question, nor the order in which the questions should be completed. Instructions given on the question paper can be repeated only when the sign language interpreter is specifically requested to do so by the Candidate.
 - (d) Shall not provide additional examples nor contextual information
 - (e) Shall immediately refer any problems in communication during the examination to the Invigilator.

4.15 External Examiners

External Examiners may be appointed to Awards and/or Modules under LIT's External Examiners Policy and Procedures. External Examiners should be prepared to work within the context of a credit based modular system. LIT's External Examiners Policy and Procedures continue to apply to External Examiners. However, the role of a Module External Examiner will be to ensure that module marks are agreed to the right standard fairly and consistently. Award External Examiners will view students' overall performance, determine progression or award classification based on the programme requirements at the Programme Board of

Examiners, and ensure that the academic standard of LIT's Awards is set and maintained at the appropriate level, having regard to the QQI standards.

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